



DRAFT Minutes of the Health & Safety Committee Meeting

Held on 31st May 2022 at 7.30pm in the Parish Office.

Present: Cllr. P Alker, Cllr G Gregory, Cllr A Mills, Cllr G Payne.

Public Open Forum - none present.

1. To elect a Chair and Vice Chair

Cllr Mills was proposed as Chair by Cllr Gregory, seconded by Cllr Payne. This was carried unanimously.

Cllr Gregory was proposed as Vice Chair by Cllr Alker, seconded by Cllr Mills. This was also carried unanimously.

2. To receive apologies and record absences.

There were none, though it was noted that two other councillors had expressed an interest in joining the Committee and the Chair will encourage membership.

3. To record any declarations of interest.

Cllr Alker declared an interest in the Library and website.

4. To receive and confirm the minutes of the notes of meeting held on 26th April 2022.

These were proposed as a true record by Cllr Payne and seconded by Cllr Mills. All were in favour that they be accepted as such.

5. To consider any matters arising not elsewhere on the agenda.

Item 3b Cllr Mills to liaise with the Clerk regarding the Training Records with a view to updating storage methods.

Item 4 PROW have very recently responded to the draft Risk Assessment. Their suggestions will be considered at the next meeting.

Item 6 The Risk Assessment for the Parish Office is still outstanding but Cllr Mills has located much relevant material. He and Cllr Gregory will meet shortly to put this into the approved template so that a draft RA can be presented at the next meeting.

6. To consider the Draft Terms of Reference

The Draft Terms of Reference were discussed and two minor changes were agreed. This will now go to Procedures Review Committee and then to Full Council for approval, since this is the first time we have had such a committee.

7 To finalise the RA inspection schedule (NB PRC note attached) and allocate members to new dates.

Cllrs took considered the note from a previous Procedures Review Committee meeting in which they had considered appropriate minimum schedules for risk assessments and agreed with them. The schedule is:

Grosvenor Centre	- quarterly
Youth Club	- quarterly (when in operation)
Parish Office, workshop/tool store, cellar, container	- 6 monthly

It was agreed that the Grosvenor Centre would next be inspected on August 1st at 2.00pm (Cllrs Mills, Alker and Gregory) having last been inspected on 3rd May. The Chair of Grosvenor Committee will be invited to join the inspection if he is able to do so.

Youth Club is not yet in operation again.

Parish Office will be scheduled once the Risk Assessment has been approved.

Workshop, tool store, cellar and container to be inspected on 13th June 2022 (Cllrs Mills and Payne) with a further inspection in late November.

8 To make arrangements for the RA for Parish Office to be drawn up.

Cllr Mills and Cllr Gregory will meet on June 7th at 3.00pm to put the suggested information into a Draft Parish Office Risk Assessment for future consideration at committee.

9 To receive comment on the Play Parks RA from Cllr Greatrex.

This was postponed to a later meeting due to illness.

10 To confirm the progress of Fire Alarm checks and recording thereof.

Cllr Mills to meet with the Clerk re the progress of the system.

11 To make arrangements to collect RA templates and inspection records in an agreed format.

Cllr Mills to establish a system in collaboration with the Clerk.

12 Items for next meeting

Update on PROW Risk Assessment

Draft Parish Office Risk Assessment

Consideration of recent completed inspections (Grosvenor Centre, workshop etc)

Comment on Play Parks Risk Assessment from Cllr Greatrex

Begin revision of existing Health and Safety Policy (Grosvenor Centre) and Risk Assessment Policy

13 Date of Next Meeting

June 9th 2022 at 7.00pm

14 Meeting closed at 8.17pm.