



Helsby Parish Council

Minutes of the Health and Safety Committee meeting held virtually at 7pm on Monday 22nd February 2021 via Zoom

Present:

Cllr. Alan Gardner – Chairman
Cllr. Chris Ellams – Vice Chairman
Cllr. Terry O’Neill
Cllr. Peter Duffy
Cllr. Michelle Massey

Also present:

Claire Jones Parish Clerk

1. Public Air Time – Proposed by Cllr. O’Neill, seconded by Cllr. Ellams and **RESOLVED that the meeting be suspended for public participation – HS01/21**. There being no matters brought to the Committee’s attention, it was proposed by Cllr. Massey, seconded by Cllr. Ellams and **RESOLVED that Public Air Time be closed and the meeting reconvened – HS02/21**.
2. No apologies were received.
3. Declarations of disclosable interests. None were reported.
4. Minutes of the previous meeting. Proposed by Cllr. O’Neill, seconded by Cllr. Duffy and **RESOLVED that the minutes of the Health and Safety Committee meeting held on 9th December 2020 be accepted as accurate. They would be signed by the Chairman at the earliest opportunity – HS03/21**.
5. There were no matters arising from the previous minutes.
6. The Health and Safety Committee budget for the year 2020/21 was noted as follows:

Budget Heading Code	Description	Budget 2020/21 £	Budget Spend to Date £	Predicted To 31/03/21 £
264	Zurich Municipal LCAS	30	0	0
265	H & S, PPE Equipment	400	24	24
266	H & S, First Aid Training	550	0	0

The Clerk advised that Zurich’s Local Community Advisory Service had not held any Health & Safety conferences for several years so this budget (Code 264) was no longer

necessary. It was outlined that LCAS does offer a free advisory service which the Council can still access with any specific queries. It was noted that the only expenditure so far was under Code 265 for hand sanitiser for the general assistant (£9) and a first aid kit for the parish office (£15). It was suggested that some equipment and training expenditure might be necessary following the appointment of a new general assistant.

7. The Clerk circulated a paper which outlined the potential health and safety requirements for the new general assistant. It was noted that formal training for handling machinery and first aid would not be necessary but the Council still had a duty of care to provide a safe working environment for the new postholder along with adequate training. It was agreed that the Clerk would draw up a risk assessment for discussion at Full Council on 8 March.
8. No matters requiring immediate attention were raised.
9. Date of next meeting – to be arranged.

The meeting closed at 7.10pm

Chairman's signature Dated.....