



# Helsby Parish Council

## Minutes of the Health and Safety Committee meeting held at 7.30pm on Monday 5<sup>th</sup> July at Helsby Community Centre

### Present:

Cllr. Chris Ellams – Vice Chairman (acting as Chair)  
Cllr. Terry O'Neill  
Cllr. Peter Duffy  
Cllr. Allan Fincham

### Also present:

Claire Jones Parish Clerk

1. Public Participation – **RESOLVED that the meeting be suspended for public participation – HS04/21.** There being no matters brought to the Committee's attention, it was **RESOLVED that Public Air Time be closed and the meeting reconvened – HS05/21.**
2. No apologies were received. Cllr. Gardner was absent.
3. Declarations of Members' Interests. None were reported.
4. Confirmation of Previous Minutes. **RESOLVED that the minutes of the Health and Safety Committee meeting held on 22<sup>nd</sup> February 2021 be accepted as accurate and duly signed by the Chairman – HS06/21.**
5. Matters arising from the previous minutes. The Clerk outlined that the potential health and safety requirements for a new general assistant did not need to be considered for the time being as the role had been taken on by a contractor.
6. The Health and Safety Committee budget for the year 2021/22 was noted as follows:

Budget Heading Code	Description	Budget 2021/22 £	Budget Spend to Date £	Predicted To 31/03/22 £
264	Zurich Municipal LCAS	30	0	0
265	H & S, PPE Equipment	200	0	200
266	H & S, First Aid Training	250	0	0

Contact details of Zurich's free advisory service were noted as follows: Tel: 0800 302 9052 (option 3) or e-mail: [lcashelpline@uk.zurich.com](mailto:lcashelpline@uk.zurich.com). It was also noted that PPE masks had been purchased for the resumption of face-to-face meetings at a cost of £2.38 (to be recorded under budget code 265).

7. Members noted a guide from Zurich in relation to health and safety risk assessments as circulated.
8. It was agreed that any health and safety risks associated with the move to the new office would be considered in due course. It was agreed that this should include a workstation self-assessment by the Clerk. It was noted that a company had been sourced to quote to move the photocopier to the new office.
9. No urgent matters were raised.
10. Date of next meeting – 23rd August 2021.

The meeting closed at 7.10pm

Chairman's signature ..... Dated.....

DRAFT