



# Helsby Parish Council

## Minutes of the Health and Safety Committee meeting held at 7.00pm in the Parish Office at Helsby Community Sports Club on Monday 4<sup>th</sup> July 2022

### Present:

Cllr. Chris Ellams (acting as Chairman)  
Cllr. Terry O'Neill  
Cllr. Peter Duffy

### Also present:

Claire Jones Parish Clerk

It was **RESOLVED** that Vice Chairman, Cllr. Ellams, be elected as Chair of the meeting in the absence of the Chairman – **HS06/22**.

1. Public Participation – It was **RESOLVED** that the meeting be suspended for public participation – **HS07/22**. There being no matters brought to the Committee's attention, it was **RESOLVED** that Public Air Time be closed and the meeting reconvened – **HS08/22**.
2. Apologies were received and accepted from Cllr. Branigan. Cllr. Gardner did not attend.
3. Declarations of Members' Interests. None were reported.
4. Confirmation of Previous Minutes. It was **RESOLVED** that the minutes of the Health and Safety Committee meeting held on 21<sup>st</sup> February 2022 be accepted as accurate and duly signed by the Chairman – **HS09/22**.
5. Matters arising. Cllr. Duffy agreed to look into installing a swipe card system for accessing the parish office.
6. The committee's expenditure for 2021/22 was noted and the budget for the year 2022/23 was discussed as follows:

Budget Code	Description	Budget 2021/22	Budget spent 2021/22	Budget 2022/23	Budget spent to date	Predicted To 31/03/23
		£	£	£	£	£
265	H & S, PPE Equipment	200	3	100	51	100

The following was noted:

- i) Budget codes 264 and 266 have been removed from the H&S budget for 2022/23.
- ii) Budget Code 265 - £51 spent so far on 10 high visibility vests.

It was **RESOLVED to recommend to Full Council to purchase an additional 5 extra-large and 5 medium high visibility vests – HS10/22.**

7. Update on draft lone working policy/risk assessment. It was **RESOLVED to recommend to Full Council to approve the clerk’s attendance at an SLCC Conflict Resolution course at a cost of £30 – HS11/22.** The clerk outlined that she was still looking into manual handling training and fall detectors. It was noted that the office door was now kept locked at all times and the transparent strip along the glass part of the door had been removed. The clerk agreed to provide a copy of the finalised risk assessment document to the sports club, as leaseholder of the building.
8. The clerk agreed to liaise with Cllr. Gardner to arrange dates for health and safety inspections at the two allotment sites and the cemetery.
9. The clerk agreed to liaise with Cllr. Branigan to request a meeting with representatives from Helsby Community Centre to discuss compliance with relevant health and safety legislation.
10. It was noted that PAT testing of electrical items in the parish office had been carried out by Helsby Community Sports Club representatives on 8/6/22.
11. Urgent matters – none were raised.
12. Date of next meeting – Monday 22<sup>nd</sup> August 2022.

The meeting closed at 7.10pm

Chairman’s signature ..... Dated.....