



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 22nd August 2022

Present:

Cllr. Alan Gardner (Chairman)
Cllr. Terry O'Neill
Cllr. Peter Duffy
Cllr. Mike Branigan

Also present:

Claire Jones Parish Clerk

- Public Participation – It was **RESOLVED that the meeting be suspended for public participation – HS12/22**. There being no matters brought to the Committee's attention, it was **RESOLVED that Public Air Time be closed and the meeting reconvened – HS13/22**.
- Apologies were noted from Cllr. Ellams.
- Declarations of Members' Interests. None were reported.
- Confirmation of Previous Minutes. It was **RESOLVED that the minutes of the Health and Safety Committee meeting held on 4th July 2022 be accepted as accurate and duly signed by the Chairman – HS14/22**.
- Clerk's report – it was outlined that 10 additional high visibility vests had been purchased (Item 6). It was also noted that reference to the smart video doorbell had been removed from the Lone Working Policy and Risk Assessment document and a copy had been sent to Helsby Community Sports Club for information (Item 7). It was noted that a copy of the document was available on the HPC website. The Clerk outlined that she was still looking for a suitable manual handling course and a fall detector.
- The committee's budget for the year 2022/23 was discussed as follows:

Budget Code	Description	Budget 2022/23 £	Budget spent to date £	Predicted To 31/03/23 £
265	H&S/PPE equipment	100	102.44	102

The following was noted: Code 265 – purchase of 20 high visibility jackets.

7. Review of the Council’s Health and Safety Policy - it was **RESOLVED to recommend to Full Council to replace the current Health and Safety Policy with the SLCC’s Health and Safety Statement and General Policy template – HS15/22**. It was agreed that this version covered all the key aspects required, provided a more simplified version (e.g. referred to only one employee) and made fewer references to legislation which was prone to change.
8. Access control system at the parish office – Cllr. Duffy outlined various options for accessing the parish office and recommended that the most secure way was to introduce an electronic door entry/exit system using access fobs issued to all staff/councillors. It was noted that a number of quotes had been received for the door system although further investigation was needed to establish the costs of fitting an electrical spur inside the office. Given that Budget Code 265 had been fully committed, it was agreed that any expenditure would need to be considered by the Finance Committee who were next due to meet on 26th September. It was **RESOLVED to seek approval from the Finance Committee for this additional expenditure – HS16/22**. If approved, Cllr. Duffy agreed to prepare a report for the Full Council meeting in October.
9. The clerk agreed to liaise with Cllr. Gardner to arrange dates for health and safety inspections at the two allotment sites and the cemetery (provisionally scheduled for 9th September).
10. Cllrs. Branigan and O’Neill agreed to look into drafting a 10-year improvement plan for Helsby Community Centre, to include any compliance with relevant health and safety legislation.
11. Urgent matters – none were raised.
12. Date of next meeting – Wednesday 14th December 2022.

The meeting closed at 7.15pm

Chairman’s signature Dated.....