



# Helsby Parish Council

## Minutes of the Health and Safety Committee meeting held at 6.10pm in the Parish Office at Helsby Community Sports Club on Wednesday 15<sup>th</sup> December 2021

### Present:

- Cllr. Chris Ellams (acting as Chairman)
- Cllr. Terry O'Neill
- Cllr. Paul Standing (substitute member)
- Cllr. Margaret Marsh (substitute member)

### 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 – **HS13/21**.

1. Public Participation – It was **RESOLVED** that the meeting be suspended for public participation – **HS14/21**. There being no matters brought to the Committee's attention, it was **RESOLVED** that Public Air Time be closed and the meeting reconvened – **HS15/21**.
2. Apologies were received and accepted from Cllrs. Duffy and Gardner.
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 23<sup>rd</sup> August 2021 be accepted as accurate and duly signed by the Chairman – **HS16/21**.
5. Matters arising. The Clerk outlined that a Portable Appliance Testing (PAT) exercise had been completed following the move to the new office premises. Cllr. Ellams agreed to assist with the Clerk's workstation self-assessment.
6. Health & Safety Committee budget 2022/23. It was **RESOLVED** that the Health & Safety Committee recommend the following budget for 2022/23 totalling £100 for the inspection and approval of the Finance Committee – **HS17/21**.

Budget Heading Code	Description	Budget 2021/22 £	Budget Spend to Date £	Predicted to 31/03/22 (£)	Budget recommended 2022/23 (£)
264	Zurich Municipal LCAS	30	0	0	-
265	H & S, PPE Equipment	200	3	3	100

266	H & S, First Aid Training	250	0	0	-
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Footnotes:

- i) Code 264 – it was agreed to remove this code in 2022/23 as Zurich no longer charged for this service.
- ii) Code 265 – it was agreed to reduce this budget to £100 as spending had been minimal during 2021/22. The only expenditure for 2021/22 was for the purchase of face masks for parish meetings (£2.38).
- iii) Code 266 – it was agreed that as the Council no longer employed a general assistant, this code would be removed in 2022/23 and £100 would be allocated to any specialist H&S training (if required) within the general training budget (Code 240).

7. No matters requiring immediate attention were raised.

8. Date of next meeting – Monday 21<sup>st</sup> February 2022.

The meeting closed at 6.17pm

Chairman’s signature ..... Dated.....

Core members of this committee are: Cllrs. Gardner, Ellams, O’Neill, Duffy.

Email: [parishclerk@helsbyparish.org.uk](mailto:parishclerk@helsbyparish.org.uk) Phone: (01928) 726433