



# Helsby Parish Council

## Minutes of the Health and Safety Committee meeting held at 7.00pm on Monday 23<sup>rd</sup> August in the committee room at Helsby Community Centre

### Present:

- Cllr. Terry O'Neill (acting as Chair)
- Cllr. Peter Duffy
- Cllr. Paul Standing (substitute member)
- Cllr. Mike Branigan (substitute member)

### Also present:

- Claire Jones Parish Clerk
- 1 member of the public

It was **RESOLVED** that Cllr. O'Neill be elected as Chair of the meeting in the absence of both the Chair and the Vice Chair – **HS07/21**.

1. Public Participation – It was **RESOLVED** that the meeting be suspended for public participation – **HS08/21**. There being no matters brought to the Committee's attention, it was **RESOLVED** that Public Air Time be closed and the meeting reconvened – **HS09/21**.
2. Apologies were received from Cllrs. Gardner and Ellams.
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 5<sup>th</sup> July 2021 be accepted as accurate and duly signed by the Chairman – **HS10/21**.
5. No matters were raised from the previous minutes.
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

7. Review of the Council's Health and Safety Policy – it was **RESOLVED** that the following amendments be made – page 1 fifth bullet point amend from RIDDOR95 to RIDDOR2013

**and page 1 sixth bullet point insert 'as amended' at the end of the sentence – HS11/21.**  
It was agreed that the Clerk would look at the policy in more detail during her CiLCA training.

8. New office move - **it was RESOLVED the accept a quote of £1.85 per appliance plus VAT and a charge of £25.00 plus VAT to carry out PAT testing of electrical items at the new parish office – HS12/21.** It was noted that the clerk would also carry out a workstation self-assessment in due course.
9. No urgent matters were raised.
10. Date of next meeting – 15<sup>th</sup> December 2021.

The meeting closed at 7.06pm

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