



Helsby Parish Council

Minutes of the Health and Safety Committee meeting held virtually at 7pm on Wednesday 19th August 2020 via Zoom

Present:

Cllr. Alan Gardner – Chairman
Cllr. Chris Ellams – Vice Chairman
Cllr. Terry O’Neill
Cllr. Michelle Massey
Cllr. Peter Duffy

Also present:

Claire Jones Parish Clerk

1. Public Air Time – Proposed by Cllr. Duffy, seconded by Cllr. Ellams and **RESOLVED that the meeting be suspended for public participation – HS01/20**. There being no matters brought to the Committee’s attention, it was proposed by Cllr. Ellams, seconded by Cllr. O’Neill and **RESOLVED that Public Air Time be closed and the meeting reconvened – HS02/20**.
2. No apologies were received.
3. Declarations of disclosable interests. None were reported.
4. Minutes of the previous meeting. Proposed by Cllr. O’Neill, seconded by Cllr. Duffy and **RESOLVED that the minutes of the Health and Safety Committee meeting held on 16th December 2019 be accepted as accurate. They would be signed by the Chairman at the earliest opportunity – HS03/20**.
5. Matters arising from the previous minutes of 16th December 2019. It was confirmed that the estimates for health and safety expenditure in the 5-Year Plan had been approved.
6. Committee members noted the 2020/21 Health and Safety budgets as outlined in the table below.

Budget Heading Code	Description	Budget 2020/21 £	Budget Spend to Date £	Predicted To 31/03/21 £
264	Zurich Municipal LCAS	30	0	30
265	H & S, PPE Equipment	400	0	400
266	H & S, First Aid Training	550	0	550

Footnotes:

- i) Payments to be made in August – First aid kit for office £15 (Budget Code 265) and hand sanitiser for general assistant at £8.99 (Budget Code 265).
 - ii) Clerk to investigate spending requirements under Budget Code 264.
 - iii) It was noted that there were funds in the budget to cover COVID equipment if required.
7. A COVID-19 workplace statement as prepared by the clerk was noted. It was agreed that this should be presented to the Full Council for consideration.
8. No proposed amendments were suggested to the Council’s Health and Safety Policy. It was agreed that this would be included on the next Full Council agenda for approval. In relation to any requirements for Portable Appliance Testing (PAT), it was suggested that any necessary testing could be carried out following the move to the new office later in 2020/early 2021.
9. Members considered the need for the general assistant to update their brushcutter training as the certification had expired during lockdown in April 2020. It was proposed that the matter be discussed in more detail at the next PCA Committee in October. In the meantime, it was advised that the general assistant should not use the Council’s machinery in his duties.
10. Matters requiring immediate attention. Cllr. O’Neill outlined that correspondence had been received in relation to winter gritting which he outlined would be raised at the Environment Committee. The clerk raised some concerns about the poor state of the cemetery garage door and Cllr. Gardner agreed to carry out some investigative work. It was agreed not to use the garage until it had been deemed safe.
11. Date of next meeting – Wednesday 9th December 2020.

The meeting closed at 7.19pm

Chairman’s signature Dated.....