

CALVERTON PARISH COUNCIL
HEALTH AND SAFETY COMMITTEE MEETING MINUTES
 19th September 2023

Present	Cllr. L.Kopyrko – Chairman Cllr. J. Inger Cllr. A. Meads Cllr. P.Winfield
In attendance	No members of the public

The Meeting commenced at 12:05pm in the Calverton Village Hall, Meeting Room.

HS026/2324	<u>Apologies for Absence</u> Apologies were received from Cllr. Curwood.
HS027/2324	<u>Declarations of Interest</u> None
HS028/2324	<u>Public Participation</u> No members of the public were in attendance at this meeting.
HS029/2324	<u>Minutes</u> It was RESOLVED that the Minutes of the Health and Safety Committee meeting held on Tuesday 25th July are approved as a true and correct record.
HS030/2324	<u>To receive update on the extension from the Clerk and receive the date for the annual safety inspection.</u> The Clerk reported prior to the meeting that the inspection has been booked for 29th September. Cllr Meads asked that this be postponed until all the work is completed and the fire safety inspection has been done as this will be part of the annual inspection. It was RESOLVED to ask the Clerk to postpone the health and safety inspection.
HS031/2324	<u>To receive update from the Clerk on matters raised at the last meeting, staff training for the abrasive wheels, park signage and toilet roll holders for the public toilets.</u> Members received a written update from the Clerk It was RESOLVED that the report is noted.
HS032/2324	<u>Review of the safety check folder</u> This was checked and confirmed that all the checks were up to date.
HS033/2324	<u>Review of accidents in the last two months.</u> The committee were made aware of a recent accident at a wedding hire. It was RESOLVED to ask the Clerk to obtain a report from the hirer and check any CCTV footage.
HS034/2324	<u>Staff Training Update</u> Members received a written update from the Clerk. It was RESOLVED that the information received is noted.

HS035/2324

To receive any new concerns from the committee

The following concerns were raised:

- a) Hirers have been blocking off fire exits - this needs to be emphasised at booking that they are not to be blocked off.
- b) Some bolts had come loose or been removed on the new Proludic climbing nets at Seely Park. They have been sorted but the committee would like the Clerk to contact GBC to make sure that they are checking the new play equipment on both parks on their weekly checks. This is because it was reported to a committee member that the equipment had been broken for a week.
- c) On the public toilets can we have a sign to say that the doors open outwards like the sign on the disabled toilet at the village hall park.

Meeting Closed 12.26pm

The next meeting is scheduled for 28th November 2023.

I declare that this is a true account of the meeting of the Health and Safety Committee held on the 19th September 2023

Signed

Dated

28th November 2023

Chairman
Health and Safety Committee
Calverton Parish Council