

Killamarsh Parish Council

Killamarsh Parish Office
Stanley Street
Killamarsh, S21 1EL

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Date Issued: 15 June 2022

NOTICE HEALTH, SAFETY AND WELLBEING COMMITTEE MEETING

To All Members of the Health Safety & Wellbeing Committee

Notice is hereby given that a meeting of the Health Safety & Wellbeing Committee will be held at 19:00 on Monday 20th June 2022, to be held in the Parish Suite.

A handwritten signature in black ink, appearing to read 'A. J. Clough'.

Councillor Steve Clough

Acting as Interim Proper Officer to the Parish Council

CORONAVIRUS MEASURES

- Killamarsh Parish Council (KPC) will continue to monitor Covid-19 transmissions and act accordingly.
- Attendees will be encouraged to register their attendance on arrival and encouraged to sanitize their hands on entering the building. You should not attend if you are unwell with Covid-19 symptoms or know you have Covid-19.
- Members of the public who are unable to attend can email their questions to the Parish Office in advance of the meeting which will be read out under the public participation session.

Health, Safety and Wellbeing Committee Membership

Cllr Alex Platts (Chair)

Cllr Chris Curzon

Cllr David Drabble

Cllr Tony Lacey

Cllr Wendy Tinley

Cllr John Windle

Recording of Council Meetings

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

Public Participation

- Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting
- Any member of the public shall not speak for more than three minutes.
- A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

AGENDA

1. Chair's Opening Announcements

2. Apologies for Absence

To receive and approve apologies for absence and reasons given to the Appointed Acting Proper Officer prior to the meeting.

3. Declarations of Disclosable Pecuniary and Other Interests

3.1 To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

3.2 To receive, consider and record Councillor requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

4. Adjournment for Public Participation

To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

5. Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960

To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

6. Minutes

To approve the draft minutes of the Health Safety & Wellbeing Committee meeting held on 6th April 2021.

7. Update on New Parish Team Members

7.1 To receive an update on the commencement details of the appointed Parish Clerk / RFO.

7.2 To receive an update on the commencement details of the appointed Maintenance Officer.

8. Discussion of job description options for the Events & Business Manager

To determine key aspects and responsibilities of the role, discuss job description and routes to recruitment.

9. Health & Safety Advisory Support Services

To receive an update on quotes for Health & Safety Advisory Services.

10. Parish Vehicle Care and Maintenance Policy

To discuss a policy update for vehicle care and maintenance for the Parish van.

11. Any items for discussion for a future agenda

To notify the Appointed Acting Proper officer of any matters for inclusion on the agenda of the next meeting.

12. Date of the Next Committee Meeting

The next ordinary meeting of the Health, Safety & Wellbeing Committee is scheduled for the 19th September 2022 at 7.30pm.

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Draft minutes are subject to approval at the next committee meeting.

Minutes of Meeting of The Health, Safety and Wellbeing Committee Held on Wednesday 6th April 2022 in the Parish Suite at 7pm

Commenced: 7.01pm - Concluded: 7.30pm

Councillors Present: Alex Platts [Chair], Wendy Tinley, David Drabble, Tony Lacey, Chris Curzon

Absent Councillors: Billy Rice

Non-Councillors (without voting rights): None appointed

Observing Councillors (not a member of the committee): None

Officer: Judy France [Deputy Parish Clerk, minute taker]

Members of the Public: None

(1) **Item 1: Chairman's Opening Announcements**

To receive the Chair's opening announcements.

No announcements were given.

(2) **Item 2: Apologies for Absence**

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

No apologies were received.

(3) **Item 3: Declarations of Disclosable Pecuniary and Other Interests**

Item 3.1 - To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

No declarations of interests were received.

Item 3.2 - To receive, consider and record councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None declared.

(4) **Item 4: Adjournment for Public Participation**

To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

No members of the public were present.

- (5) **Item 5: Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960**
To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

RESOLVED:

- 1) No press or public were present, however due to data protection regulations any discussion of the personal details of any applicants in the recruitment process would be in closed session.

- (6) **Item 6: Minutes**
To approve the draft minutes of the Extraordinary Meeting of the Health Safety & Wellbeing Committee held on 16th February 2022.

RESOLVED:

- 1) That the draft minutes were approved. Moved by Cllr Lacey, seconded by Cllr Tinley. All in favour.

- (7) **Item 7: Recruitment of Clerk**
7.1 To receive an update on applications received.

An update was provided.

7.2 To appoint a selection panel of 3 members plus the Chair of Council.

RESOLVED:

- 1) The selection panel will consist of Cllr Platts, Cllr Tinley, Cllr T Lacey and Cllr Clough

7.3 To agree the next steps and potential interview dates.

RESOLVED:

- 1) The selection panel will meet on Wednesday 13th April at 4pm
2) A potential interview date (tbc) is Saturday 30th April

- (8) **Item 8: Recruitment of further Handyperson**
8.1 To receive an update on applications received.

An update was provided.

8.2 To appoint a selection panel of 3 panel members including the Deputy Clerk.

RESOLVED:

- 1) The selection panel will consist of Cllr T Lacey, Cllr Curzon and the Deputy Clerk

8.3 To agree the next steps and potential interview dates.

RESOLVED:

- 1) The selection panel will meet on Wednesday 13th April at 5.30pm
2) A potential interview date will be discussed when the selection panel meets

- (9) **Item 9: Training**
9.1 To review and consider training requirements for each member of staff

RESOLVED:

- 1) To consider any training and refresher training for current and future staff members
- 2) To investigate appropriate training providers and the costs involved
- 3) To place an emphasis on Health & Safety training requirements

(10) Item 10: Any items for discussion for a future agenda

To notify the Appointed Acting Proper Officer of any matters for inclusion on the agenda of the next meeting.

RESOLVED:

- 1) Cllr T Lacey asked that a person specification for the potential future role of Parish Suite Events/Business Manager be discussed at the next meeting

(11) Date of Next Committee Meeting

To agree a date for the next ordinary meeting of the Health, Safety and Wellbeing Committee

The date of the next ordinary meeting would be approved at the Annual Council Meeting in May. The Chair of the HS&W Committee could call an EOM before that time as and when required.

These draft minutes were approved as a true record at the Health, Safety and Wellbeing committee meeting

Held on: *with the agreed additions/deletions: None / Yes (list amendments below)

Signed (Chair)..... Print: Dated

.....

*Loose leaf pages to be initialled

* The copy signed by the Chair to contain the alterations, recorded in longhand, with the changes (agreed by the meeting) signed and dated. Signed Copy of the minutes to be filed in the minute book.

***Agreed Amendments (Additions/Deletions) to the Draft Minutes:**

