

# Killamarsh Parish Council

Killamarsh Parish Office  
Stanley Street  
Killamarsh, S21 1EL

Tel: 0114 247 2260

Email: parish.office@Killamarsh-pc.gov.uk

Website: www.killamarsh-pc.gov.uk



To: **All Members of Killamarsh Parish Council Health, Safety and Wellbeing Committee**

You are Hereby Summoned to attend a meeting of the Parish Council to be held on TUESDAY 04 October 2022 at 7:00 PM KILLAMARSH PARISH SUITE.

Yours sincerely

A handwritten signature in black ink, appearing to read "G. Blank", written over a light blue horizontal line.

Mrs Gail Blank  
Clerk & Responsible Finance Officer to the Parish Council

## AGENDA

### **1 Chair's Announcements**

- To receive the Chairman's opening announcements.

### **2 Apologies for Absence**

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

### **3 Declaration of Disclosable Pecuniary & Other Interests**

a. 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.

b. To receive, consider and record Members 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, 3 minutes each, to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

### **5 Exclusion of the Press and Public - Public Bodies (Admissions 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 from the previous meeting**

a. To approve the draft minutes of the Full Council meeting held on 22nd June 2022. (attached)  
b. To receive an update on an ongoing issues not covered as an agenda item.

## **7 Staffing**

- a. To receive an update on the new Parish team.
- b. To consider and approve the job description for the Events and Marketing Manager position to be recommended to Full Council.
- c. To consider and approve the appropriate remuneration of the Events and Marketing Manager to be recommended to Full Council.
- d. To consider and approve increasing the hours of the Clerk to 37 (report to follow)
- e. To consider and approve the hours of the Handyman.
- f. To consider the appointment of a trainee / apprentice to assist with the day to day office administration duties. (report to follow)

## **8 Training**

- a. To consider and approve the attendance of the Clerk at the SLCC Practitioners Conference in February 2023
- b. To consider and approve the attendance of the Deputy Clerk at the SLCC Practitioners Conference in February 2023
- c. To consider and approve the clerk completing IOSH training.

## **9 Health & Safety**

- a. To consider and approve the appointment of a Health & Safety Advisory consultant.

## **10 Policies**

- a. To consider and recommend the Councillor / Staff Protocol policy to Full Council for adoption.
- b. To consider and approve the update of the Employee handbook.

## **11 Items for discussion for a future agenda**

- Vehicle usage Policy
- Employee Handbook

## **12 Date of the Next Council Meeting**

- 14th November 2022

#### 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 will give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

#### RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, the Council, members of the public and press may film, record or photograph a formal Council meeting when the meeting is in public session. 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 members of the public shall not speak for more than three minutes unless permitted by the Chair. A question asked by a member of the public during public participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

#### CORONAVIRUS

Killamarsh Parish Council will continue to monitor Covid-19 and act accordingly. Attendees are encouraged to register their attendance on arrival and to use the hand sanitiser provided. Members of the public who are unable to attend can email their questions to the Parish office ([parish.office@killamarsh-pc.gov.uk](mailto:parish.office@killamarsh-pc.gov.uk)) in advance of the meeting which will be read out under the public participation session.



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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 Monday 20<sup>th</sup> June 2022 in the Parish Suite at 7pm

Commenced: 7.01pm - Concluded: 7.30pm

**Councillors Present:** Alex Platts [Chair], Wendy Tinley, Tony Lacey, Chris Curzon, John Windle

**Absent Councillors:** David Drabble

**Non-Councillors (without voting rights):** None appointed

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

**Officer:** Cllr Steve Clough [Acting Proper Officer, minute taker]

**Members of the Public:** None

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(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.

**Cllr Drabble, work pressures.**

(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.

**2 members of the public were present. None made any representation.**

**(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 and the committee agreed no items needed moving to closed session.**

**(6) Item 6: Minutes**

To approve the draft minutes from the meeting of the Health Safety & Wellbeing Committee held on 20<sup>th</sup> June 2022.

**RESOLVED:**

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

**(7) Item 7: Update on New Parish Team Members**

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

**Cllr Platts updated the committee and confirmed that the start date was 18<sup>th</sup> July 2022.**

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

**Cllr Platts updated the committee and confirmed that the start date was 29<sup>th</sup> June 2022.**

**(8) Item 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.

**A brief discussion took place and key aspects were identified:**

- **Events planning**
- **Promotion and advertising**
- **Stock management**
- **Flexibility**
- **Scheduling – (manage conflict with business in the village)**

**RESOLVED:**

1. **To recommend to full Council that we consider the employment of the Events/Business Manager on a 30 hour contract**
2. **To obtain/create a Job Description and Person Specification for the role**
3. **To consider the installation of new signage, to advertise the suite**

**(9) Item 9: Health & Safety Advisory Support Services**

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

**A brief discussion took place on the fact that only one quotation had been received and the quotation from Ellis Whittam had been referred back to them as they had only provided a quotation for a contract over a 5 year period..**

**RESOLVED:**

1. **Chase Ellis Whittam's quotation up again and assess the contract time period offered**
2. **If the contract period from Ellis Whittam cannot provide for a minimum 2 contract period then happy to recommend Q1tum' s quotation as best value for money.**

**(10) Item10: Parish Vehicle Care and Maintenance Policy**

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

**The condition and use of the Parish vehicle was discussed in depth and it was agreed to look at a policy, in line with legal standards.**

**RESOLVED:**

- 1. To obtain or design a new policy suitable for the Parish needs**
- 2. To obtain and start the process of carrying out daily checks**

**All Committee members were in favour of this and for the new Policy to be presented to full Council once agreed.**

**(11) Item 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.

**RESOLVED:**

- 1) To discuss the training needs of members of staff**
- 2) To look to obtain and review a van Policy for the management of the leased Parish vehicle**

**(12) Date of Next Committee Meeting**

To agree a date for the next ordinary meeting of the Health, Safety and Wellbeing Committee is Monday 19<sup>th</sup> September at 7.30pm.

**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:**

