

Killamarsh Parish Council

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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 20th 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

HSW12 **Item 1: Chairman's Opening Announcements**

To receive the Chair's opening announcements.

No announcements were given.

HSW13 **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.

HSW14 **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.

HSW15	<p><u>Item 4: Adjournment for Public Participation</u> 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.</p> <p>2 members of the public were present. None made any representation.</p>
HSW16	<p><u>Item 5: Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960</u> 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.</p> <p>RESOLVED:</p> <p>1) No press or public were present and the committee agreed no items needed moving to closed session.</p>
HSW17	<p><u>Item 6: Minutes</u> To approve the draft minutes from the meeting of the Health Safety & Wellbeing Committee held on 20th June 2022.</p> <p>RESOLVED:</p> <p>1) That the draft minutes were approved. Moved by Cllr Tinley, seconded by Cllr Curzon. All in favour.</p>
HSW18	<p>Item 7: Update on New Parish Team Members</p> <p>7.1 To receive an update on the commencement details of the appointed Parish Clerk / RFO.</p> <p>Cllr Platts updated the committee and confirmed that the start date was 18th July 2022.</p> <p>7.2 To receive an update on the commencement details of the appointed Maintenance Officer.</p> <p>Cllr Platts updated the committee and confirmed that the start date was 29th June 2022.</p>
HSW19	<p>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.</p> <p>A brief discussion took place and key aspects were identified:</p> <ul style="list-style-type: none"> • Events planning • Promotion and advertising • Stock management • Flexibility • Scheduling – (manage conflict with business in the village) <p>RESOLVED:</p> <p>1. To recommend to full Council that we consider the employment of the Events/Business Manager on a 30 hour contract</p> <p>2. To obtain/create a Job Description and Person Specification for the role</p> <p>3. To consider the installation of new signage, to advertise the suite</p>
HSW20	<p><u>Item 9: Health & Safety Advisory Support Services</u> To receive an update on quotes for Health & Safety Advisory Services.</p>

	<p>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..</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 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.
HSW21	<p>Item10: Parish Vehicle Care and Maintenance Policy To discuss a policy update for vehicle care and maintenance for the Parish van.</p> <p>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.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 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 <p>All Committee members were in favour of this and for the new Policy to be presented to full Council once agreed.</p>
HSW22	<p>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.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 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
HSW23	<p>Date of Next Committee Meeting To agree a date for the next ordinary meeting of the Health, Safety and Wellbeing Committee is Monday 19th September at 7.30pm.</p>

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:**