



MINUTES OF THE HEALTH, SAFETY & WELLBEING COMMITTEE HELD ON MONDAY 29 JANUARY 2024

Those present :

Chair : Cllr C Curzon

Vice-Chair : Cllr B Rice

Councillors : Cllr C Eggington, Cllr T Lacey, Cllr J Windle

Officers : Mrs G Blank

HSW115 Chair's Announcements

The Chair welcomed everyone to the meeting.

HSW116 Apologies for Absence

Apologies have been received from Cllr D Drabble and the reason given was accepted.

HSW117 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.

None received.

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.

None received.

HSW118 Adjournment for Public Participation

There were no members of the public in attendance.

HSW119 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

RESOLVED: That item 7a on the agenda should be excluded from the Press and Public due to the confidential nature of the business to be conducted.

HSW120 Minutes from the previous meeting

a. To approve the draft minutes of the Health, Safety and Wellbeing Committee meeting held on 9th October 2023 .

RESOLVED: That the minutes of the meeting held on the 9th October 2023 are a true and accurate record of the meeting.

b. To receive any update on any ongoing issues not covered as an agenda item.

There were no ongoing issues to discuss.

HSW121 Staffing

a. To consider and approve the amendment of the Events & Marketing managers terms of pay.

Councillors considered the Clerks report which recommended that the Events and Marketing Managers terms of pay be amended to fall in line with the Councils other employees.

RESOLVED: That the Clerks recommendation to amend the Events and Marketing Managers terms of pay are approved from April 2024.

b. To consider and approve the appointment of a Caretaker/Cleaner for the Parish Suite.

The Clerk had circulated a report and proposed job description to Councillors prior to the meeting for their consideration.

Councillors agreed that there was a need for the role if the Suite is to be kept up to a high standard and felt that the job description was comprehensive.

Councillors agreed the post in principle and asked the Clerk to supply costings, training requirements with costs and number of hours at the next meeting.

RESOLVED: That the post is agreed in principle and that the Clerk provide costings and other information to the next meeting for approval and recommendation to Full Council.

c. To consider and approve the appointment of a Bar Supervisor

The Clerk had circulated a report to Councillors prior to the meeting for their consideration. The Committee were asked to consider paying an experienced staff an enhanced hourly rate to act as Bar Supervisor at private events. At Council run events the Events and Marketing Manager would take on this role.

The Bar Supervisor will need to have a licence to sell alcohol as they will be responsible for ensuring the Council adheres to the licencing laws, ensure all staff follow procedures, put the contents of the till in the safe and secure the building at the end of the function.

RESOLVED: That the appointment of a Bar Supervisor for private functions is approved.

HSW122 Policies

- a. To consider and approve the Health & Safety Policy
- b. To consider and approve the Complaints Policy
- c. To consider and approve the GDPR General Data Protection Regulation Policy
- d. To consider and approve the GDPR Security Incident Policy
- e. To consider and approve the GDPR Data Breach Incident Response Policy

All 5 policies were circulated to Councillors for consideration prior to the meeting, the Chair asked Councillors to approve each in turn.

RESOLVED: That the 5 policies are recommended to Full Council for approval.

HSW123 Items for discussion for a future agenda

- To receive any items for discussion for a future agenda

- a. The Parish Suite Caretaker Job description and additional information.
- b. The Community Hub caretaker job description.
- c. Policies

HSW124 Date of the Next Council Meeting

- Monday 4th March 2024