

MINUTES OF HORSMONDEN PARISH COUNCIL
FINANCE AND RISK ASSESSMENT COMMITTEE MEETING
FRIDAY 3RD MARCH 2017
AT 1.30 PM,
HORSMONDEN VILLAGE HALL.

Present: Cllr Russell (Chair)
Councillors, Davis, Richards and March .

In attendance: Lucy Noakes (Clerk)
No members of the public

Declarations of Interest: Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. None were recorded.

1. APOLOGIES FOR ABSENCE

None

2. RISK ASSESSMENT OF HORSMONDEN PARISH COUNCIL (see appendix 1)

The Council discussed each item in the Risk Assessment document (Appendix 1) produced by the clerk to see if all risk factors had been noted and make sure that the relevant steps were being taken by the council to mitigate any associated risks as far as possible.

Under the councils insurance the clerk was asked to check up on the cover for libel and slander. It was also suggested that the clerk look again at the insurance to see if there were age limits for volunteers (such as with the litter picking event) and if so whether the limit could be raised to 85, or 90 and how much this would cost.

It was thought that the Council should reconsider the terms and conditions for hire under the booking form for the Village Green Electricity Box to ensure that safety controls etc were in force and hirers understood any dangers involved. It was queried as to whether the box should have a safety sticker/signage on the outside warning the public that it contains electricity (clerk to ask the company who check the box annually).

The members also considered that the Council should reconsider the risk assessment requirements requested on their VG booking form. The clerk was asked to add these two items to the next agenda for consideration.

Under VG shelter it was requested that the clerk add the following risk factors; liability for up keep and repairs, fire risk assessment. It was considered that these had already been mitigated as far as possible.

With regards to the management of the Village Hall it was suggested that the clerk write annually to remind the trustees of their responsibility rather than this being done verbally. Cllr Russell said that the trustees of the hall will check with Mr Hummel about the electrical testing in the hall and when this is next due. Clerk to ask Cllr Holloway about the record keeping for the legionella checks which she carries out for the Village Hall and the Institute Building, as a written record should be available for both halls.

It was considered that an updated contract of employment should be issued for the clerk as from April 2017 showing the increase in hours to 19 per week. A Lone Worker policy should be in place and the council was currently working on this, however the councillors suggested that a procedure to be followed should also be discussed which for safety reasons should not be publicly available.

It was suggested that the council should have a supply of 5-10 hard hats which are to be used when putting up the Christmas lights or carrying out any voluntary job where there may be a risk of falling objects or banging ones head. Clerk to investigate.

3. ANY OTHER BUSINESS (Discussion only)

There being no further matters to discuss the meeting ended at 3.00pm.