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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the H&S Committee held at noon, 1 April 2019 at 1 Penuel Road, Pentyrch

Present: Cllrs Chris Priday, Stuart Thomas, Amanda Thorpe, Wynford Ellis Owen, Mike Sherwood, Jena Quilter

In attendance : Helena Fox, Clerk

1. To elect a Chairman: Cllr Thomas proposed Cllr Amanda Thorpe, seconded by Cllr Sherwood. Cllr Thorpe accepted the nomination and was unanimously elected.
2. To receive apologies for absence: There were none.
3. To receive any declarations of interest: There were none.
4. To consider the Action Plan from Key Safety and set priorities and next steps: The committee reviewed documents prepared by Key Safety Solutions and PCC's own Risk Management Schedule.
 - a. KSS had provided risk assessments for key activities. Others awaited include herbicide use and PCC's office.
 - b. The Clerk will check whether KSS help prepare Standard Operating Procedures/Method Statements.
 - c. The Clerk will update the equipment list and maintenance schedule.
 - d. An inspection sheet for staff to complete and act on will be completed.
 - e. Plan to move all electrical tools to 110v and to battery power, where possible.
 - f. The Clerk will check what warning signs the CMOs use when grass cutting, etc and order new ones, as needed.
 - g. Pesticides: the Clerk will check CMO training and whether KSS made a list
 - h. Flammable storage: purchase a storage cabinet.
 - i. Driving licences: seek staff consent to check driving licences online
 - j. Creigiau Recreation Area Pavilion:
 - i. Certificates following kitchen refurbishment will be asked for
 - ii. Quotes for inspections will be sought: fire, electric system
 - iii. Quotes for building valuation will be sought
5. To consider any financial implications: a budget for work and purchases arising from this H&S review will be drawn up.
6. To consider any other H&S issues to be added to the Action Plan: this was dealt with above.
7. To discuss a Volunteer Protocol for community activities: PCC wants to encourage local community groups to flourish and to be independent. The Keep Creigiau Tidy group is a good model for groups arising from Love Where You Live. It was **RECOMMENDED** to budget for grants to pay for insurance cover for a LWYL group in each of the three main villages.
8. Date of the next meeting: The Committee agreed to meet quarterly. The next meeting was set for Wednesday July 9 2019