

Clerc: Helena Fox
1 Ffordd Penuel
Pentyrch
Caerdydd CF15 9LJ

Ffon 029 2089 1417
Epost: clerk@pentyrch.cc
Gwefan: www.pentyrch.cc

PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

Clerc: Helena Fox
1 Penuel Road
Pentyrch
Cardiff CF15 9LJ

Phone 029 2089 1417
Email: clerk@pentyrch.cc
Website: www.pentyrch.cc

Minutes of the H&S Committee held at noon, 9 July 2019 at 1 Penuel Road, Pentyrch

Present: Cllrs Stuart Thomas, Amanda Thorpe, Jena Quilter

In attendance : Helena Fox, Clerk

1. To elect a Chairman: Cllr Thomas proposed Cllr Amanda Thorpe, seconded by Cllr Quilter. Cllr Thorpe accepted the nomination and was unanimously elected.
2. To receive apologies for absence: Cllrs Sherwood and Priday
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:
 - a. KSS will be invited to meet with the committee in September. There was concern about the level of support/service that PCC was receiving.
 - b. The CMO has completed training in injecting Japanese Knotweed with herbicide
 - c. KSS can help prepare Standard Operating Procedures/Method Statements but have not taken this forward.
 - d. No updated risk assessments had been received from KSS.
 - e. The Clerk will ask for progress on the COSHH register and updates to the H&S Manual.
 - f. The Clerk will print and the PCC Chairman for 2019-20 will sign and date the Statement of Intent. This will be a regular item on the Annual Meeting agenda.
 - g. The Clerk will complete the update the equipment list and maintenance schedule.
 - h. An inspection sheet for staff to complete and act on is in use.
 - i. PCC has purchased battery-powered chain saw and hedge-cutter. The Clerk will now order a self-propelling lawn mower (£540) and brush-cutter (£207) + VAT. All equipment is made by Makita and bought from Forest Park & Garden after taking advice on the best tools for the work to ensure compatibility and limiting the number of batteries needed. All batteries to be recharged in the garage.
 - j. The Clerk will purchase two extra warning signs the CMOs use when working. It was suggested PCC also buy a magnetic sign reading 'PCC: working for you' to publicize its activities.
 - k. Flammable storage: purchase a storage cabinet.
 - l. Driving licences: seek staff consent to check driving licences online
 - m. All tree contractors will be asked to provide their insurance certificate and risk assessment/method statements.
 - n. Creigiau Recreation Area Pavilion:
 - i. Certificates following kitchen refurbishment were provided
 - ii. The fire and Legionnaire risk assessments have been carried out and reports awaited.
 - iii. The Clerk will commission the building valuation and EICR test shortly.
 - iv. Existing red signs asking dog owners to keep their dogs on leads will be placed on the edges of the playing field at the main entrance, two kissing gates (path from the bridges and close to the tennis courts).
 - v. The barbed wire by the kissing gate close to the tennis courts will be replaced with hedging and/or timber.
 - vi. More time for CCV will be considered in the budget for 2020-21.
 - vii. The Clerk will make enquiries about woodland management plans for Terrace Woodlands and other land owned by PCC.
5. To consider any financial implications: items above will be added to the budget process for 2020-21.
6. To consider any other H&S issues to be added to the Action Plan: this was dealt with above.
7. Date of the next meeting: The next meeting was set for September 2019 with KSS. Date to be confirmed.