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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the H&S Committee held at 1pm, 28 October 2019 at 1 Penuel Road, Pentyrch

Present: Cllrs Stuart Thomas, Amanda Thorpe, Chris Priday

In attendance : Helena Fox, Clerk

1. To receive apologies for absence: Cllrs Sherwood and Quilter
2. To receive any declarations of interest: There were none.
3. To receive an update on any H&S incidents: There were none
4. To receive an update on any H&S issues for PCC staff: There were none
5. To receive an update on any inspections or audits:
 - a. The annual tree inspection had been carried out and all Priority 1 (within the next year) trees had been dealt with. Lesser priority tree work was scheduled for November/early December.
 - b. PATesting had been carried out at Penuel Road.
 - c. Graveyards and benches: a schedule of inspection will be drawn up.
 - d. A schedule of maintenance for tools, machines and vehicles will be completed.
6. To receive an update on any new H&S legislation or guidance: there was nothing new.
7. To receive an update on H&S consultant performance: There was a long discussion raising concerns about the level of service received during the first year of the contract with Key Safety Services. It was felt that PCC had not received the detailed guidance it had expected nor the adaptation of generic documents to PCC's particular needs. A meeting with KSS was scheduled immediately following the committee and the Clerk had been given delegated powers to decide on the contract renewal following discussion with the H&S Committee.
8. To consider the Action Plan and set priorities and next steps:
 - a. Flammable storage: an existing cabinet had been approved by KSS. A lock has been bought for it. The drip-tray will be checked.
 - b. Driving licences: staff consent to check driving licences online will be sought.
 - c. Creigiau Recreation Area Pavilion: the responsibility for this will pass to the Creigiau Recreation Charity under the terms of Lease, currently in negotiation.
 - i. The Clerk will commission the EICR test shortly.
9. To consider any financial implications: this will be decided once a decision is made on the contract with KSS.
10. To consider any other H&S issues to be added to the Action Plan: this will be decided once a decision is made on the contract with KSS.
11. To consider H&S themes for future meetings: this will be decided once a decision is made on the contract with KSS.
12. To set a date for the next meeting: It was agreed that the Committee will meet at 6pm on Monday January 6 2020, 10am on Monday April 6; 10am on Monday July 6 and 10am on Monday October 5.

Signed _____ Dated November 18 2019