

Clerk: 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

Clerk: 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 1pm, 5 October 2020 online via Microsoft Teams

Present: Cllrs Stuart Thomas, Amanda Thorpe, Ian Jones, Sandie Rosser, Karen Thomas

In attendance: Helena Fox, Clerk

1. To elect a Committee Chairman: Cllr Thomas proposed and Cllr Jones seconded that Cllr Thorpe be elected Committee Chairman. Cllr Thorpe accepted and took the Chair.
2. To receive apologies for absence: Cllrs Quilter, Sherwood
3. To receive any declarations of interest: There were none.
4. To receive an update on any H&S incidents: There were none
5. To receive an update on any H&S issues for PCC staff: PCC's Staffing Committee is meeting on October 13 and will be looking at staffing issues in detail. OVW will be issuing new guidance on employment issues arising from Covid-19 as the Covid situation seems likely to continue. This committee referred a number of issues to the Staffing Committee: staff wellbeing, PPE, winter clothing, lone working.
 - a. It was **RECOMMENDED** that PCC pay for staff flu shots at approximately £12.50 each for staff who need or wish to have one and do not qualify for a free vaccination.
6. To receive an update on any inspections or audits: this has been disrupted by Covid.
 - a. The inspection of the Pavilion at the Rec was replaced with a Covid assessment done by Key Safety in August since that seemed more important. The report was circulated in advance.
 - b. The annual tree inspection had been carried out and all Priority 1 (work to be done within the next year) trees were being checked by PCC staff to determine which can be dealt with by them and which will need to go out to a contractor.
 - c. The Clerk will approach Cardiff about playground and cemetery inspections.
 - d. PATesting – this is now due.
 - e. Annual summer programme of site visits by Councillors. Members would still like this to take place where possible and with a more formal element to demonstrate PCC scrutiny.
 - f. Pentyrch Village Hall: an old wooden post beside the metal kissing gate will be removed.

Cllr S Thomas left the meeting

7. To receive an update on any new H&S legislation or guidance: PCC is following WG guidance on Covid-19 as this is received and changes.
8. To receive an update on H&S consultant performance: the consultants are employed for their expertise but PCC has overall responsibility for H&S for the Council. The current contract was renewed last November.
9. To consider the Action Plan and set priorities and next steps:
 - a. Reviewed the AP and there are several issues that need to be done following the Covid-19 interruption. The Clerk will follow up with Key Safety on their plan.
 - b. H&S Training: the Clerk is awaiting confirmation on 1st aid training that has been and may continue to be delayed by the Covid-19 lockdowns. The Clerk will review other staff training that could take place over the winter including pesticide use PA1/PA6.
10. To consider any financial implications: There was nothing significant. PPE costs are met out of budgeted Staff Costs.

Cllr Karen Thomas joined the meeting.

11. To consider any other H&S issues to be added to the Action Plan:
 - a. H&S Training: see above
12. To consider H&S themes for future meetings:
 - a. Covid-19
 - b. Staff wellbeing
 - c. Councillor wellbeing
13. To set a date for the next meetings: It was agreed that the Committee will meet at Noon on Monday January 4 2021, on Monday April 26; on Monday July 5 and on Monday October 4 2021.

Signed _____ Dated October 19 2020