



## This meeting was held under the following Welsh Statutory Instrument: The Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020

The requirement for the press and public to be present is temporarily suspended but PCC publishes the meeting link and welcomes attendance.

### Minutes of the H&S Committee held at 1pm, February 16 2021 online

**Present:** Cllrs Stuart Thomas, Amanda Thorpe, Mike Sherwood, Jena Quilter, Ian Jones, Karen Thomas, Sandie Rosser

In attendance : Helena Fox, Clerk

1. To receive apologies for absence: Cllr Sherwood
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:
  - 4.1. Covid issues: CMOs continue to work separate days during the stricter Welsh Government lockdown.
  - 4.2. The Garth: there is an opportunity to work with Cardiff footpath team on repairing a footpath on The Garth. The CMOs will be asked for their views. The Clerk will check with Cardiff on their Covid protocols and risk assessment.
5. To receive an update on any inspections or audits:
  - 5.1. Quotes for tree work due to be done before summer 2021 have been requested.
    - 5.1.1. The Clerk will ask if any timber is suitable for making benches on site, such as in Terrace Woodlands.
  - 5.2. Playground Memorial Park: The Clerk will see quotes for its annual check.
  - 5.3. Graveyards: The Clerk will check with Cardiff on its procedures for checking graves.
  - 5.4. CMO weekly inspection form: more will be printed for the CMOs
  - 5.5. Vehicles and tools have been serviced.
  - 5.6. Chubb fire extinguishers: The Clerk will check the service dates.
  - 5.7. PATesting: The Clerk will arrange.
  - 5.8. Maintenance schedule for PCC land and equipment: The Clerk will distribute to the committee.
  - 5.9. Staff will be asked to use What3Words for locations and to familiarize themselves with this.
6. To receive an update on any new H&S legislation or guidance: there was nothing new apart from Covid regulations. PCC is following Welsh Government and Cardiff guidelines.
7. To consider H&S consultant quote: Following a discussion it was **RESOLVED** under delegated powers granted at the February 15 Main Meeting to accept the quote from Ellis Whittam on the basis of a five-year contract with a one-year break clause. Priorities will be CMOs, public, training, use of PCC land and premises by staff, councillors and public.
8. To consider a Safeguarding policy: The Clerk had drafted a policy based on that used by Barry Town Council which was both a policy and guidance notes. It could be divided into policy and separate guidance. PCC should have a policy even if the Youth Council is not operating.
  - 8.1. It was **RECOMMENDED** that PCC adopt the draft Safeguarding policy. This was referred to the Staffing Committee that meets February 24 for their comments. **A paragraph will be added to deal with the Community Link.**
9. To consider the Action Plan and set priorities and next steps: this will be updated under the new H&S consultancy.
10. To consider any financial implications: There was none.

11. To consider any other H&S issues to be added to the Action Plan:
  - 11.1. Detailed footpath condition surveys are being done by members of the community. They are shared with Cardiff Council. If any issues are noted on PCC land they will be dealt with. The PCC logo could be put on gates where possible.
12. To consider H&S themes for future meetings: none were suggested.
13. To set a date for the next meeting: these are to be held quarterly. The next meeting will be held on May 13, Thursday at 3pm.

Signed \_\_\_\_\_ Dated March 15 2021