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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the H&S Committee held at noon, November 10 2021 2021 online

Present: Cllrs Stuart Thomas, Jena Quilter, Ian Jones, Sandie Rosser

In attendance : Helena Fox, Clerk

1. To receive apologies for absence: Cllr K Thomas
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. The Garth: there is an opportunity to work with Cardiff footpath team on repairing a footpath on The Garth. Meeting held last week: notes awaited from Cardiff.
 - 4.2. Office: opening to the public on Friday mornings is going well. Could the office open up for longer? This was referred to the Staffing Committee with a recommendation to the December meeting.
 - 4.3. Office phone: The Clerk will look into the cost of a diversion of the office phone to her and the Community Engagement Officer's phones during office hours. The cost may be some £5.80/month for this service.
 - 4.4. Remembrance Day: road closure signs are in place and Cardiff will send the official notice shortly.
 - 4.5. Christmas parade: PCC staff will be driving the vehicle and trailer. The Clerk will check with PCC's insurers that there is cover for people sitting in the sleigh on the trailer. Creigiau 23 may have experience with this cover.
5. To receive an update on any inspections or audits and action plan:
 - 5.1. Playground Memorial Park: inspection completed July 2021
 - 5.2. Gas boiler: inspection completed October 2021
 - 5.3. Alarm test: May 2021
 - 5.4. Chubb fire extinguishers test: April 2021
 - 5.5. Graveyards: Guidance from the Ministry of Justice that applies to England and Wales will be uploaded to the H&S portal. It gives good information for a inspection template. A Guide for Burial Ground Managers will also be uploaded. It explains that the primary responsibility of a memorial is with the family. During the period of the grant of exclusive right of burial a burial authority is only empowered to prevent a memorial from becoming or continuing to be a hazard to public safety. Both Penuel Road and Bronllwyn Graveyards are regularly checked. This will be recorded and be at least monthly during the winter.
 - 5.6. The Ellis Whittam contract's the first year ends in March 2022
 - 5.7. Christmas trees: The Clerk will check installation methods.
 - 5.8. Vehicles and tools will be serviced over the winter
 - 5.9. PATesting: The Clerk will arrange.
 - 5.10. Maintenance schedule for PCC land and equipment: The Clerk will distribute to the committee.
 - 5.11. When placing contracts for work done PCC will require copies of insurance and contractors' H&S site documents this could be an accredited system.
6. To receive an update on any new H&S legislation or guidance: there was nothing new. PCC is following Welsh Government and Cardiff Covid-19 guidelines.
7. To consider any financial implications: There could be a training cost for PCC staff.
8. To consider H&S themes for future meetings: Platinum Jubilee events in 2022.
9. To set a date for the next meeting: these are to be held quarterly. The next meeting will be held: Wednesday February 9th at 11am.

Signed

Dated November 15 2021