

WALBERSWICK PARISH COUNCIL – Safety Committee

The Minute of the meeting of Walberswick Parish Council Safety Committee held in the Heritage Hut on Wednesday 4th July 2018 at 7.15pm.

Present: Councillors Lewis, Richardson and Sutton

SC/18/1 To elect a chairman - Councillor Lewis was nominated and unanimously elected as chairman for the financial year 2018/19 – no other nominations were made

SC/18/2 Review Terms of Reference resolved by the Parish Council – The terms of Reference were reviewed and agreed as suitable, with the exception of:

- Delegated Power would be sought at the next Parish Council Meeting for the Safety Committee to set its own meeting dates, so as to best accommodate the needs for three councillors to be present to be quorate
- The need for a “standby” councillor to attend is one if the nominated three councillors could not attend a particular meeting would be brought to the attention of the next Parish Council Meeting
- It is proposed to have a public forum at the start of each meeting (15 minutes duration and run in the same style as the Main Parish Council Meeting) during which a member of the public could attend to report a safety concern – permission would be sought of the Parish Council to do this

It was resolved that all the above would be presented to the next Parish Council meeting for approval

SC/18/3 Review status of playground action plan – The playground safety report produced by David Bracey was considered in detail and annotated with both the action plan arising and responses as required. **It was resolved that this would be finalised at a meeting to be held by the Safety Committee in August and then presented to the September Parish Council meeting for approval**

SC/18/4 Review findings of safety checks on Pavilion & Heritage Hut – Councillors Sutton & Lewis gave an oral summary of the safety checks that had been done on the Council’s two buildings – the Heritage Hut and the Pavilion. In terms of the Heritage Hut, the necessary checks had been completed in terms of legionella, fire and safety, and electrics. To address the identified short-falls in fire safety, the fire extinguishers had been serviced and smoke detectors purchased and installed. To address a short-fall identified by the electrical inspection, the Clerk had contacted Npower to address inadequacies in the earth grounding. Several other health and safety requirements would need to be incorporated into the renovation work. In terms of the Pavilion, the assessment was that the building could no longer be safely used for any purpose.

It was resolved that all the above be reported to the next Parish Council Meeting and following approval by the Parish Council, that a summary of the safety checks for the Heritage Hut be placed in a folder in the Heritage Hut for the benefit of users

SC/18/5 To produce an oral report back for July Parish Council meeting of 9th July 2018 – All the elements of the meeting were discussed and an oral report agreed for the Parish Council. **It was resolved that Councillor Lewis would report back to the Parish Council on behalf of the Safety Committee**

SC/18/6 Date of next meeting – It was agreed to meet again on Wednesday 29th August in the Heritage Hut at 19.15. Councillor Lewis would ensure that the agenda and public notice was published at appropriate notice by the Parish Clerk

The meeting was closed at 20.40