

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Staffing Committee held on Wednesday 29th September in the Main Hall, Northway Community Hub, commencing at approximately 8:15pm

Present: Cllr J Roberts (Chairman) Cllr Mrs S Terry (Vice-Chairman)
Cllr S Ward

In Attendance: Mrs C Woodward, Clerk of the Council
Mrs L Stewart, Clerk's Assistant (until/from Min Ref: S/33/21)

S/27/21 **Apologies for Absence**

No apologies for absence were received.

S/28/21 **Declarations of Interest**

No declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 11th July 2012 (Min Ref C/159/12), including paragraph 12(2), were made.

S/29/21 **Minutes of the Previous Meetings**

Cllr Terry PROPOSED that the Minutes from the meeting that took place on 16th August 2021 should be approved as a true and accurate record. Cllr Ward SECONDED.

FOR: UNANIMOUS

S/30/21 **Matters Arising from the Previous Minutes**

None

S/31/21 **Health and Safety File**

The Clerk apologised that she had not had chance to deal with the actions fully but gave a brief update of those that had been looked into.

Lone Working - Members considered the issue of lone working again; the Clerk had approached other Council's some of which used body cams or phone apps, these are not necessarily suitable for Northway staff due to the hours they work, including weekends. Cllr Roberts offered to do some research ahead of the next meeting.

Fire Risk Assessments – The Clerk was in the process of looking into this.

Contractor Risks – Known risks to contractors was already reported to them but this was not necessarily recorded.

Inspecting and Reporting of Assets/Issues – This had been incorporated into the Litter Picker role (and included in the job description). Cllr Roberts suggested a list of items to check should be created for the Litter Picker to sign and they should be asked to take photos of any issues, if possible.

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S/31/21 **Health and Safety File** (continued)

Fixed Electrical Wiring – The Hub, being a new building, did not require an electrical check until 2027. The Clerk was in the process of arranging checks for the Village Hall and Changing Rooms.

Overhead Power Lines and Underground Services – The Clerk had mentioned at the previous meeting that she had been given the web details of an organisation that could be used to obtain Cllr Roberts had previously offered to obtain the link to a website that provided details of power lines and underground services.

COSHH Assessment – The Hub already had measures in place to ensure such items were stored safely.

Legionella – After investigating further, the Clerk had spoken to a firm that said tests and regular assessments would be required at the Changing Rooms. Cllr Roberts asked the Clerk to forward him the relevant information.

Asbestos Surveys – Surveys had previously been obtained for the Ray Shill Building (now the Hub) and the Village Hall.

S/32/21 **Exclusion of the Public & Press under Public Bodies (Admissions to Meetings Act) 1960 s1 ss2**
Viz:-

Cllr Roberts PROPOSED that in view of the special / confidential nature of the business about to be transacted i.e. relating to staff personnel, it is advisable in the public interest that the public and press are temporarily excluded and they are instructed to withdraw.

FOR: UNANIMOUS

S/33/21 **Exclusion Items**

Under confidential cover the Committee considered staffing matters, budgets, pensions etc. and approved recommendations to be included in next year's budget. It was also AGREED that the Standing Order payable to Charlotte Woodward, Litter Picker, was amended to reflect the fact that from 8th October 2021 she would not longer be doing this particular role.

S/35/21 **COVID-19**

The Clerk confirmed that hirers seemed to be adhering to the updated rules relating to use of the building with one nominated person was being permitted use of the kitchen.

S/36/21 **Training**

The Clerk advised that Cllrs Terry, Shelton and Blackmore were booked onto upcoming courses.

S/37/21 **Correspondence received after 23rd September 2021**

None

The meeting concluded at 9.10 p.m.