

Extraordinary Meeting Minutes of the Parish Council held on Thursday 3rd October 2019 at Great Wood Hall at 6:00pm

Attendees: Councillors – Cllr Peck, Cllr Wilkinson, Cllr Hulme, Cllr Bell, Cllr Trigger – S Morgan-Owen (Clerk).

1. Welcome:

Cllr Peck called the extraordinary meeting to discuss health and safety requirements at Great Wood Community Hall and will be chairing the meeting.

2. Apologies Received from:

Cllr Akerman (Chair), Cllr Stubbs (Vice-Chair), Cllr Flunder, Cllr Pearce, Cllr Buckley
Absent – Cllr McCormack

3. Checkley Parish Council's Health & Safety Responsibility and Requirements for Great Wood Hall:

Cllr Peck outlines concerns regarding items not being routinely PAT tested. Asbestos register not being completed by 3rd parties carrying out works. There is asbestos in some floors at the hall, including the recently re-floored history room. The Parish Council has been verbally assured by a committee member that the new floor was laid on top of the old floor.

a) Cllr Peck has identified a few issues that need urgent attention or clarification on current status:

- Fire Risk Assessment – Legal Requirement
- 5 Year Electrical check – Clerk seems to think that has been done since she has been clerk (5 years).
- PAT testing of portable appliances – Should be carried out annually, some items have test stickers on but are overdue, some items don't have anything on (IE hot water urn).
- Annual boiler service – clerk remembers this being carried out approximately 5 years ago because the council paid but does not know if it has been done since.
- Emergency lighting checks – monthly and annual.
- Fire Extinguisher check – annual. Some have recent dates on.
- Break Glass checks – one per month in number sequence.
- Fire Action Plan

4. The Way Forward:

a) Support from 3rd Parties:

- Cllr Bell advised that he has previously worked within the County's compliance lead and can also liaise with the now privatised compliance team who work with a variety of parish councils. Councillors feel that a 3rd party compliance team maybe beneficial for both the council and committees' point of view as there is no biased just what needs to be done to achieve compliance. Cllr Bell advised that the cost is approximately £500 per annum. Proposal made for Cllr Bell to speak to compliance team to see if they are happy to take this on and to proceed.
Proposed: Cllr Peck – Seconded: Cllr Wilkinson – Motion Carried
- Clerk advised that solicitor Ian Davison from Surrey Hill Solicitors who specialises in this sort of thing has advised that the initial step is to ascertain if the council are Custodian Trustees or Landlords. He can do this, takes about 2hrs and cost approximately £500 +VAT. Proposal made for the clerk to notify Mr Davison to proceed with this.
Proposed: Cllr Wilkinson – Seconded: Cllr Bell – Motion Carried

b) Supporting Great Wood Hall Committee

Proposal was made for Cllr Peck to compose a letter (CPC/2019/024) to take to the next Great Wood Hall committee meeting (8th October).

Proposed: Cllr Trigger – Seconded: Cllr Bell – Motion Carried

Meeting was closed 19:00

I hereby state this is a correct account of the extraordinary meeting held by Checkley Parish Council.	
Signed: (Chair)	Councillor
Date:	