

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD WEDNESDAY 10TH OCTOBER 2012 AT 7.00PM

Present:	The Mayor	Cllr R A Pegg
	The Deputy Mayor	Cllr D J Sharman
	Councillors	Mrs V I Botham
		F E Daymond
		J W Doyle
		M P Ford
		J K Fox
		J Groom
		C Pyatt
		M C Ross
		Mrs P B Sharp
		A D Stacey
		V F Starling
		M D Starreveld
		D P Sutton
	Guest	Mr R Wise
	Town Clerk	Mrs J M Markwell
	Minute Secretary	Mr S W Nunn

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council offices.

Those in attendance at the meeting were notified that the meeting was being recorded for the benefit of the Minute Secretary

2275. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllr Mrs S M Nunn (Illness), Mrs R L Judge, (Work Commitment), M Howland (Prior Meeting), PW Neate (Prior Meeting) and J J Reed (Prior Meeting).

The apologies were accepted.

2276. To receive Members' Declarations of Interest

No declarations of interest had been received.

Adjourn meeting for report

Presentation by Mr Robert Wise – Health, Safety and Environmental Policy.

All members had received a copy of the document issued by Mr Robert Wise. (Appendix 1)

Mr Wise made his presentation, points made included.

The day to day responsibility for health and safety lies with the Town Clerk.

The Council already has some pockets of excellence in this field.

Leadership, direction and strategy in health and safety is important.

There is a definite need for a member to become a 'Champion' for health and safety for the Council.

The Council must have a health and safety strategy to show compliance with the law.

All organisations with five or more employees must have a health and safety policy.

Health and safety is always an ongoing procedure.

There will never be a risk free environment.

Although the Clerk has the day to day responsibility for health and safety, the final liability lies with Councillors.

On site first aiders are not compulsory.

Job sheets have already been changed to include space for a risk assessment.

Risk culture cannot be changed overnight; it has to be a gradual process.

Significant risks listed by the HSE are:

Slips and trips	Falls from height	Asbestos	Dermatitis	
Asthma	Aches and pains	Noise	Stress	Violence

The Town Council has to be regulated by the HSE, it cannot regulate itself.

There was a discussion about risk assessments being submitted to the Borough Council who do not regulate the Town Council for health and safety. It was considered that events that are purely Town Council organised should not require submission of risk assessments to the Borough Council. It was commented that the Borough Council are exercising due diligence by requesting the assessments.

The Town Council needs to accept the plan and start working on its implementation. Mr Wise strongly advised having a ‘Champion’ for the Council; it was thought one of the newer Councillors might be interested in taking on this task.

Risk assessments should be reviewed on an annual basis and a health and safety report included in the annual report.

Health and safety training should be made available for members on a regular basis and staff need training to develop a health and safety culture.

Mr Wise, if employed would visit three or four times a year to check on progress.

The Mayor resumed the meeting.

A discussion took place with regard to the possibility of accepting the report tonight or at the next full Council meeting.

Cllr Pyatt suggested accepting the Health and Safety policy tonight and then having a discussion at the next Finance Committee meeting about funding for 2013/2014.

Proposed – Cllr Starreveld

Seconded – Cllr Groom

‘That the Council adopts the Health and Safety policy, (Appendix 1) ‘

All in Favour

The Mayor thanked everyone for attending and closed the meeting at 8.20pm.

Chairman

Date