

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of Health and Safety Committee held at 2.00 pm on Wednesday, 5th September 2018 at Caldicot Town Council.

Present: Cllrs D Evans, Chair; R J Higginson (2.30 pm), M Mitchell, F Rowberry (left 2.40 pm), J Williams. [In attendance: G McIntyre, Clerk; S King]

- 1 **Apologies** – Cllr O Edwards
- 2 **Declarations of Interest** – There were no declarations of interest
- 3 **Resolved: Exclusion of Press and Public** – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:
 - (a) **Christmas Lighting** – to meet with Contractors to consider installation of Christmas Lights contract as follows:
 - (i) **2.00 pm - City Illuminations** (ii) **2.30 pm - SSE**

[To Note: Town Council 25.7.18 granted delegated powers to Health & Safety Committee to consider Christmas Lighting contract – 1 year/3 years]

- (i) Mr Dave Briggs, City Illuminations, outlined in detail, quotation for installation of Christmas Lights. It was noted that icicles were not required for 2018.
Mr Briggs advised that full copies of insurance, risk assessments and method statements would be made available.
Although icicles were not required for 2018, Mr Briggs advised that PLGA 6 Testing of anchorbolts could be undertaken by City Illuminations if required in future.

- (ii) No representative attended on behalf of SSE

The two quotations were considered by the Committee, together with options for 1 or 3 year contracts. It was agreed that the Christmas Lighting be installed after Remembrance Sunday. It was confirmed that the Christmas Lighting Up Event would be Friday, 30th November 2018.

It was proposed and duly seconded that Quotation (i) be accepted, for a period of 1 year.

Resolved: to accept the quotation from City Illuminations for the installation of Christmas Lights for 2018 (one year) in the sum of £5,100.

4 **To Consider choice of motifs for Christmas Lighting 2018**

The Committee considered options for motifs and agreed that a theme of gold/silver/warm white stars/snowflakes be installed. It was agreed that Mon CC

CCTV Officer be advised at the time of installation of Christmas Lighting.

5 Resolved: Press and public re-admitted

6 To inspect Town Council flag poles

Cllr D Evans, Chair, advised the Committee that, in order to lower the union flag, the flagpole required laying down on the ground. Reference was also made to the temporary flagpole in the town centre, which had been loaned from Caldicot AFC.

Recommended: (a) Cost be obtained for two flagpoles, one of which could be made available for use in the town centre.
(b) Two new flags be purchased for town council flagpoles.

7 To Consider Caldicot Working Together Re: Christmas Tree Trail

The Committee considered the invite from Caldicot Working Together to participate in a Christmas Tree Trail around the town, whereby a tree could be made available for decoration and become part of a competition for the best themed tree.

Recommended: (a) A Christmas tree be purchased from Caldicot Working Together at a cost of £20 to be placed in town council grounds as part of the Community Christmas Tree Trail.
(b) That a cost be obtained for 3 Christmas trees, as usual, from Town Council preferred contractor.

8 To Consider colour of replacement carpet Town Council building

The Committee considered samples of carpet for town council building.

Recommended: (a) The colour of the replacement carpet be Grey [Denim]
(b) That the meeting room chairs showing signs of wear and tear be replaced with chairs with arms (from spares).
(c) That the radiogram in the meeting room be removed.

9 To Note receipt of ROSPA annual play inspection reports – Noted

10 To Note awaiting Mon CC Health & Safety Consultant for date for Annual Review – 9.30 am Tuesday, 25th September 2018.

11 Other – at Discretion of Chair

The Committee were advised that Mon CC would be starting works to the Cross War Memorial in the near future and that temporary bollards would be placed around the Memorial to avoid any further damage taking place.

The meeting closed at 3.20 pm.