



Minutes of Health and Safety Committee held at 1:00pm on 6 August 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Committee Members:

Mayor Shillabeer
Cllr Mitchell
Cllr Peters
Cllr Rowberry

Also Present: Alice Vaughan - Locum Clerk

Present – Members of Council (Not Committee Members)

Cllr A McIntyre
Cllr Harris

Members of the Public – x1

1. Welcome

The Chair welcomed everyone to the meeting.

2. Apologies for Absence

RESOLVED to receive apologies for absence from Cllr Higginson and Cllr Owen

3. Declarations of Interest

No declarations of interest were received.

4. Public Question Time and Participation

Cllr Harris queried if the different types of locks on the doors and windows are valid with the current insurance arrangements and has it been reviewed since the refurbishment.

5. Health and Safety - update

Health and Safety Update and Insurance Cover

Clerk gave a verbal update on insurance and said she had spoken to Steven at James Hallam (Broker). She explained that the insurers had received all relevant emails including Cllr Harris letter and that there has been verbal confirmation that the building is insured, the key point raised was that the only issue that could invalidate cover would be the electrical certificate / five-year electrical testing certificate. The clerk stressed that if there were an electrical fire and the certificate could not be produced the council would not be covered. Cllr Harris asked for written confirmation and a copy of the email. Clerk confirmed will email to get confirmation from the broker.

Mayor Shillabeer acknowledged the problem and said they needed time to find the paperwork, but if the certificate could not be found the building would need to be retested.

Citation Health and Safety Report: Actions and Compliance

Mayor Shillabeer presented a detailed walk-through of the Citation health and safety report and the actions arising from it. He explained that the report grouped items by high, medium, and low risk and that the intended timescale was: 12 weeks for the high-risk items.

Mayor Shillabeer said many low-risk items were straightforward and could be completed well before the year-end.

Specific issues from the report that were discussed

Disabled toilet alarm: now being tested weekly and recorded in the office.

Fixed electrical circuits / new electrical circuits: no report or certification available; this was the main unresolved issue.

Fire alarm service and testing: Mayor Shillabeer said a contract was now in place with Inferno and he would review it to ensure it remained current.

Emergency lighting: testing procedures needed to be established and recorded.

Fire doors wedged open: Confirmed the wedges have been removed.

Stepladder use and training: The council needs ladder inspection and stepladder training.

Risk assessments: including general risk assessment update, young persons, expectant mothers, DSE, work at height and Legionella.

Carbon monoxide testing: to be done weekly and recorded

Health and safety policy statement: Clerk confirmed it was on the website, but they probably needed a copy displayed in the building and mayor needed to sign it.

Smoking/vaping signage: there were no signs identifying a designated smoking area or prohibiting smoking/vaping elsewhere; this would be addressed through signage.

Fire evacuation drill: no drill had been completed in the last 6 months; they want an ad hoc unannounced approach every 6 months or so.

Fire assembly point: confirmed to be down the bottom by the flagpole, but it was not marked and would now be marked with signage

First aid: the council has 2 first aid kits; staff and councillors will be invited to complete first aid training.

Electrical Certificate / Building Documentation Search

A long section of the meeting focused on locating the electrical installation certificate for the building rebuild.

The mayor said the building refurbishment had originally been handled by a project manager and the original certificate should exist somewhere in the paperwork. Clerk said the certificate needed to be found asap. Cllr Harris repeatedly emphasised the importance of compliance and the possibility that the report had identified a genuine risk gap.

Fire Safety, Fire Doors, Signage and Evacuation Planning

The team went through many fire-related items from the report in detail. Actions and discussion included ensuring the fire exit door from the staff office is safe and can be opened easily from inside, keeping fire doors clear of wedges and removing them from the premises improving the building's signage so visitors know where toilets, exits, and fire routes are, ensuring group leaders, understand what to do if the alarm sounds. Clerk suggested that new users and visiting groups could also be given a simple printed handout with building layout and key locations. There was a discussion about whether the fire assembly point could be better marked.

First Aid, Health Screening, DSE, and Staff Training

Mayor Shillabeer said the council would continue to build on the training plan, starting with staff training and then expanding to councillor training. Discussion also covered: DSE self-assessments for employees, health screening / medical questionnaires for current staff, to be filed and repeated for new starters, ergonomics and eyesight issues for screen users possible support with glasses where legally required

Legionella and Water Safety

Alice clarified that Legionella testing was not included in the staff training already approved and would come back to council for approval/ after the Legionella Risk Assessment is completed. Confirmed the Legionella Risk Assessment would be done next Monday.

Contractor Control - Permits to Work

Cllr Harris raised the issue of contractor control in the cemetery and asked whether contractors should have a permit to work. He said this should be part of a proper tendering and vetting process, with contractors providing their health and safety policy. The general point was that contractor compliance should be checked routinely and not assumed.

External Incoming Electrical Services and Site Security

The report also noted that external incoming electrical services / meter supply were not adequately secured. The mayor explained that the issue related to the external cupboard/door where the meter is read. and is looking to fit a more robust metal cover or similar solution rather than simply replacing a plastic cover.

Fire Doors, Emergency Lights, and Existing Building Issues

It was suggested that the emergency lighting testing controls were difficult to reach because some fittings are high on the wall and that he was considering whether they could be lowered for easier testing. There was also discussion about fire door seals / strips and the fact that many of the door seals were missing and could be fitted relatively easily.

Allocated Follow-Ups and Future Meeting Preparation

The mayor confirmed that if all the actions/recommendation are accepted by the Health and Safety Committee, the work should be completed within the next 12 weeks where possible.

A future health and safety meeting was suggested and proposed that the facilities employee should attend because much of the technical detail appears to relate to his work.

Other Local Issues Discussed

Village Lighting / Tripping Hazard

A concern about one of the ground lights in the square with the crosses having no cover, creating a tripping hazard. Confirmed this is likely a Monmouthshire County Council matter and could be reported there. Cllr Harris added that the missing cover had been an issue before and had led to people accessing the socket to charge phones. The suggestion was to report it through the MCC app / Fix My Street-type process.

Oakley Way Trees and Allotment Safety

It was reported that in Oakley Way allotments, between plots 5 and 6 a heavy branch had fallen, and one tree appeared to be dying. The branch had been removed and left the evidence visible on the plot. Advised to report via the Monmouthshire County Council app with photos.

King George V Playing Fields Path and Parking Area

A resident had raised concerns about the path through the King George V playing fields - outside the bowling club, it has become broken up and difficult for pushchairs and disabled users. Recommendation to report on the Monmouthshire County Council app. The discussion then moved into whether the nearby hardstanding area was or was not a designated car park. Confirmed that the council's current position is that it is not a designated car park. Other councillors understood it to be a car park and there was disagreement about the historical status of the area.

6. Recommendations for next meeting

7. Date of Next Meeting

Members are asked to note that the next meeting of Health and Safety Committee is 8 October 2026

Meeting ended at 11:41am

Signed Date

Chair