



**Minutes of Health and Safety Committee held at 10:30am on 16 September 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

Lucy Wallington - Administrator

Present – Members of Council (Not Committee Members)

Cllr Harris

1.. Welcome

The Chair welcomed everyone to the meeting.

2. Apologies for Absence

No apologies received

3. Declarations of Interest

Cllr Peters declared a personal interest as a member of the allotments.

4. Public Question Time and Participation

Cllr Harris asked the question when did the last Legionella Risk assessment take place – the clerk confirmed the last Legionella Risk Assessment that she could find was in 2019 (but couldn't confirm if another one had taken place in between).

Also it was asked when the last Fire risk assessment took place and the clerk confirmed that she had not seen another Fire Risk assessment (but couldn't confirm if another had taken place in between).

Clerk also asked the question as part of her handover where the Mayors chains were being kept – and she stipulated that they must be kept locked away in the Council building for insurance purposes. Mayor confirmed he will bring the chains back to the office.

5. Minutes

The Committee considered the minutes of the Health and Safety Committee meeting held on 6 August 2026.

RESOLVED: The minutes were approved as a true and accurate record the Chair signed them

6. Health and Safety Report Update

The Committee received an update on progress against the actions and recommendations in the Citation Health and Safety Report. Members noted that an action plan had been prepared and reordered to prioritise the highest-risk matters.

- The weekly disabled toilet alarm checks and written log were confirmed as being in place.
- The 5-year electrical report was undertaken on 1 September 2026; the related report was still to be forwarded to council as not received. Mayor Shillabeer to chase document.
- The fire alarm had been serviced. Confirmed that up to June all fire alarms checks and disabled toilet pull checks had been carried out by LW.
- A quotation had been obtained for replacement of fire exit door. As only one suitable quotation had been secured following attempts to obtain three, the expenditure would require consideration by Full Council on 30 September 2026.
- The Health and Safety Policy had been approved but still required signature and publishing signed copy on website.
- The location and contents of the first-aid boxes were discussed. A notice identifying the first aider and emergency contact numbers should be displayed if a designated first aider is appointed. A new first aid kit to be ordered for office.
- The condition of office workstations and chairs was discussed in advance of permanent staff recruitment. Display screen equipment assessments would be required for staff.
- Parking, pedestrian access, wheelchair access, fire access and keep-clear markings at the Council building were discussed.
- The Chair would contact Citation to establish what health and safety support was available, together with access and login-sharing arrangements. Then FTC can delegate authority to use Citation until new Permanent Clerk employed.

7. Fire Risk Assessment

The Committee received and considered the Fire Risk Assessment and discussed fire detection, emergency lighting, evacuation arrangements, record keeping, the assembly point and information for hirers.

- At least two people should be trained so that fire marshal or fire warden cover remained available during absence.
- A fire assembly-point marker would be installed near the flagpoles.
- Clear, laminated fire-safety instructions would be provided to hall users and incorporated into the hire arrangements.
- A fire drill would be arranged without prior notice, preferably before the end of September or otherwise within the next few weeks.
- A price would be obtained to replace the office final-exit lock with a suitable quick-release or thumb-turn mechanism.

8. Legionella Risk Assessment

The Committee received and considered the Legionella Risk Assessment. It was clarified that the recent visit was a risk assessment and did not include water sampling. Members discussed the need for a trained responsible person and deputy, written controls, temperature monitoring and remedial works across the Council building, nursery, Jubilee Way toilets, cemetery, allotments and bowls club arrangements.

- Mayor Shillabeer was proposed as the temporary Legionella responsible person until a permanent Town Clerk was appointed, - to be confirmed by FTC subject to completing the required training; a deputy would also be trained – Cllr Peters
- Morgan Environmental would be asked to quote the higher-risk remedial items and any appropriate sampling or testing. To be brought to FTC for approval once received.
- A suitable water-temperature probe would be purchased from a supplier able to provide an invoice for payment.
- For the allotments, the Committee discussed replacement taps and suitable valves, winter water shut-off, pipework protection and rules requiring hoses and sprinklers' I was confirmed by LW that small Holdings and Allotments Act 1908 does not say the council must supply water and that public money has already be spent on taps installed a few months ago. This is to be brought to an allotments Working Group and discussed before any action taken.
- The Mayor could also meet the bowls club to explain the findings and distinguish the club's responsibilities from those of the Council.

Recommended: Training would be arranged for a temporary Legionella responsible person and a deputy and a water temperature probe purchased.

Cllr Mitchell left meeting 12:00pm

9. Health and Safety Any Other Matters

Members discussed the Jubilee Way public toilets, noting that the building was owned by Monmouthshire County Council, while the Town Council met electricity, water and cleaning costs under an arrangement for which the service-level agreement had expired. It was agreed that Monmouthshire County Council should be contacted to discuss the agreement, costs and respective responsibilities. Any meeting should or involve full Council.

Cllr Rowberry left meeting 12:17pm

Meeting ended 12:18 pm as no longer quorate

Signed **Date**

Chair