**Minutes of Health & Safety Committee Meeting 10am, Thursday 29th June 2017 at Town Council**

Present: Cllrs D Evans, RJ Higginson, M Mitchell, P Stevens, F Rowberry, J Williams

 [In Attendance: G McIntyre, Clerk, S King, Deputy Clerk]

1. **Election of Chair**

Cllr D Evans was nominated as Chair, this was duly seconded.

There were no other nominations. Cllr D Evans was elected as Chair.

1. **Apologies**

No apologies were received.

1. **Declarations of Interest**

There were no Declarations of Interest

1. **To Inspect Caldicot Cemetery to:**
2. **Consider assessment for provision of public convenience [b/f FTC 31.05.17]**

The committee inspected the existing public convenience and agreed that it was not fit for purpose.

 Concerns were raised about disabled access to the toilet, the opening, closing and

 cleaning of the toilet, supply of water and electricity, hot water supply, drainage.

 The Clerk advised the Committee that the Health & Safety Officer had advised an

 asbestos review required to be undertaken at Town Council properties and also

 legionella testing.

 **It was recommended that MCC be requested to undertake a ‘conditions survey’ on the**

 **public convenience.**

1. **Inspect Knotweed [b/f FTC 31.05.17]**

The Clerk advised that correspondence had been received regarding the issue and this had been passed on to Mon CC.

The Committee agreed to write to Ben Winstanley, Mon CC Estates for confirmation that the Knotweed issue will be addressed.

**c. Consider CRS space**

The Clerk advised the Committee that recent works to dig out rock had provided approximately 20 additional spaces. It was agreed to use spaces near the hedge.

 **The committee recommended that costs should be obtained for digging out a**

 **triangular space in front of the bench between the CRS/burial section.**

**d. Personal property on graves**

 The Committee discussed the issue of personal possessions at the cemetery and the

 Clerk confirmed that applicants signed burial and memorial application, having been

 advised in this regard. The Committee highlighted that notices were displayed within

 the cemetery to this effect.

 **The Committee recommended that for Health and Safety purposes, in the event of**

 **an obstruction, the groundsman be permitted to remove the item(s) and put**

 **into the store room.**

 The Committee agreed that fences surrounding plots, which prevented the grave

 space being cut, be removed.

 The Committee agreed that the noticeboard was unsightly and be removed.

 **The Committee recommended that costs be obtained for supply of new noticeboard**

 **5 Other – at Discretion of Chairman**

A member raised an issue regarding CCTV within the cemetery. The Health and Safety committee agreed that CCTV was not necessary as it would impinge on the privacy of grieving families.