**Minutes of Health & Safety Committee Meeting 11.30am, Thursday 16th November 2017 at Town Council**

Present: Cllrs D Evans, Chairman; F Rowberry, P Stevens

[In Attendance: S King, Deputy Clerk]

1. **Apologies**

Apologies were received from Cllrs RJ Higginson, M Mitchell and J Williams.

The committee undertook site visits prior to the start of the meeting.

1. **Declarations of Interest**

There were no Declarations of Interest.

1. **To Inspect Mon CC ‘No Cycling Sign’ sited too high on fence at KGVPF**

The Committee inspected the sign and would advise Mon CC that the sign had to be lowered.

1. **To Inspect Town Centre benches and Consider suitable locations for any future siting of benches at KGVPF**

The Committee were aware that there were approximately 11 benches located within the town centre.

It was recommended to Town Council that benches were removed and stored in the compound area, with a view to installation taking place after KGVPF consultation regarding compound and bandstand.

The committee considered the compound building and recommended an inspection, due to possible leaks, branches on roof and waste disposal.

1. **To Note Dog Waste Bin removed KGVPF due to vandalism [b/f TC 25.10.17]**

Committee noted that dog waste bin had been removed due to vandalism and recognised that as part of the ‘Give Dog Fouling the Red Card’ initiative, Mon CC would place bulk orders for bins.

It was recommended that a price was obtained for purchase of 6 dog bins.

As part of the Green Flag project, it was recommended that prices were obtained for 4 recycling bins and additional ‘dogs on leads’ signage.

In inspecting the KGVPF the committee noticed that a piece of adult exercise equipment had exposed bearings covered in grease. It was recommended that the equipment providers were contacted as the piece was currently being repaired. This issue had been reported to the office via Mon CC equipment inspection.

The committee identified that a significant amount of rubbish had been discarded on the playing field and a vehicle had driven across the field. The committee agreed that Caldicot Town AFC should be notified.

It was recommended that signage should be located alongside bollards to prevent vehicle access to the fields.

1. **To Inspect Patio Slabs at Bowls Club to determine extent of repair**

The Committee inspected the patio slabs at the bowls club.

It was recommended that an expert inspect all patio slabs at the Bowls Club and quote provided for any necessary repairs.

On inspection, the committee noted that part of the entrance pathway leading to the gate of the bowls club was grassed, muddy and uneven.

1. **To Consider Asbestos Condition Monitoring Survey Reports by Santia**

The Committee considered the report and noted that there were no outstanding issues.

1. **To Update on Actions following Health & Safety Committee 7.9.17**

The Committee considered the update on Actions following the Health and Safety Committee 7.9.17, the following points were noted:

* Progress update required from Mon CC:
  + **Birbeck Road** - **Consultant to contact appropriate officer at Mon CC for Memorandum of Understanding**
  + **Jubilee Way toilets – Re: upstanding - Proof required of action taken by operative, Mon CC to ensure that work has been completed**
* Update on quotations:
  + **Cemetery – Purchase order sent for condition survey of building. Awaiting progress and Clerk would pursue**
  + **Town Council Building - quotations for fire doors**
  + **KGVPF – corner gate top right of pitch, for replacement of gate**
* **Bowls Club, Bar and Cellar** - **Consultant to send Clerk template for ‘Landlords Consent’ form:**
  + It was recommended that the Bowls Club undertake decorating in accordance with normal process. The committee recommended that Town Council were informed in writing of work being undertaken, by whom and dates. The committee recommended that the work was undertaken before commencement of the new season. It was recommended that on completion the work was inspected by the Health and Safety Consultant and Committee.

1. **Other – at Discretion of Chairperson**

The Chair informed the committee that a petition had been received from residents of The Grove and The Close, regarding the condition of the boundary wall.

It was recommended that a specialist was invited to inspect the wall.