**Minutes of Health & Safety Committee Meeting 2pm, Wednesday 7th February 2018 at Town Council**

**Present:** Cllrs D Evans, P Stevens, F Rowberry, R J Higginson, J Williams

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

1. **Apologies**

Apologies were received from Cllr M Mitchell.

1. **Declarations of Interest**

There were no declarations of interest.

1. **To meet with Laurence Dawkins, Health & Safety Consultant to consider**

**Legionella Reports**

Health and safety committee met with the Health & Safety consultant and discussed the Legionella reports. The consultant advised that he was awaiting further information from Trident regarding actions that had to be completed. It was highlighted that the Council were required for reasonable measures to be in place.

Health and Safety Committee made recommendations as follows:

* **The Health and Safety Consultant contact Trident Water in order to obtain information regarding expected actions for Caldicot Town Council and guidance on issue logs.**
* **Town Council to advise users of buildings of responsibilities (i.e. Crossways and Bowls Club).**
* **Allotments - signage to be displayed ‘not drinking water’**
* **Clerk to contact Mon CC, regarding report findings for devolved service (i.e. toilets)**
* **Compound - Removal of spray nozzle and block, remove heater**

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

The Chairman was advised of other issues, updated following the last Health and Safety Committee meeting:

* Bowls Green paving slabs – meeting with bowls club to be arranged in near future

Health and Safety Committee made recommendations as follows:

* Fire Doors – Health and Safety consultant to contact relevant company to obtain advice regarding internal doors (from meeting room)
* TC Building Men’s Toilets – Health and Safety consultant to provide guidance regarding condition of wall.
* TC Building Carpet – Local company had advised that backing of carpet had disintegrated and could not be repaired. Therefore, quote required for new carpet and underlay.
* Boundary Wall – 3 quotations to be considered to by Planning Committee.
* Cemetery Land – Planning consultant raised concerns regarding lack of space for roadway from the hammer head of the cul-de-sac between the existing graves. Also, that extension of the roadway around the perimeter would be extremely expensive to construct and would involve extensive work.

Planning application to be submitted with pathway from hammerhead, following advice of planning consultant.

* KGVPF Bins – b/f FTC 31.1.18 agreed purchase of bins, which would require concrete bases and installation. Quotes to be obtained for installation costs and alternative options. Dog bin removed due to vandalism and new dog waste bin to be located next to ordinary waste bin.
* KGVPF Signs – b/f FTC 31.1.18 agreed signage, however, Health & Safety consultant advice that signs required to meet regulations. Quotations requested from Mon CC.
* KGVPF – b/f FTC 31.1.18 Disabled swing agreed did not include harness. Committee agreed to purchase with car seat style harness (not hard harness)
* Christmas Lighting – Health and Safety Committee to meet with 3 suppliers at next meeting.
* Health and Safety Meeting agreed 7th March 2018 at 1.00pm

**Meeting ended 3.15pm.**