**Minutes of Health & Safety Committee Meeting 10am, Wednesday 21st March 2018 at Town Council**

**Present:** Cllrs D Evans, R J Higginson, M Mitchell, F Rowberry, J Williams

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

1. **Apologies**

There were no apologies received.

1. **Declarations of Interest**

There were no declarations of interest.

**3. Resolved - Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:**

**4. To consider quotes for Legionella Control Scheme**

The Health and Safety Committee had been granted delegated powers by Full Town Council, 28th February 2018, for Legionella Control Scheme quotes to be considered.

The Health and Safety Committee considered 5 quotations. The Deputy Clerk advised of prices received within quotations, all quotes received were based on the same specification for Legionella control scheme.

The quotes did not include remedial works identified within risk assessments.

**The Health and Safety Committee agreed to approve the quotation from Trident Water Solutions at a cost of £1,550.**

**5. Other – at the Discretion of Chairperson**

Items were raised as follows:

* **Bus Shelter – Newport Road**

Committee were advised that the bus shelter had been vandalised and a quote had been received from local contractor to repair.

**Committee recommended that the quote of £510 be approved for replacement of glass at Newport Road bus shelter.**

* **Bowls Green – additional works**

Committee were informed that the works to paving slabs had been completed at the Bowls Green. However, damage had been caused to other slabs, following the bowling green contractor’s vehicle being used. Repairs could be undertaken at a cost of £135.

**Committee recommended that the additional repairs to slabs were undertaken and costs would be reimbursed by the contractor, cost of £135.**

* **Town Council boundary wall**

Committee praised the work that had been undertaken on the Town Council boundary wall. The contractor was commended for the quality of work that had been provided.

The committee confirmed that inspections to works were only required if there were any issues of concern.

* **Town Council building – Toilets**

Committee discussed ongoing issue regarding damp in gents toilets, town council building. The Health and Safety officer had arranged for an inspection, which had presented issues in relation to leaking pipes and historical overflow system. The Health and Safety Officer had suggested that quotations could be obtained for upgrading of toilets, which would include the overflow system.

Committee suggested short term factors to assist in mitigating damp problems in the toilets which included heating being continual during day and night.

**Committee recommended that quotations for upgrading the toilets were presented to Council, as suggested by the Health and Safety Officer.**

* **Christmas Lights presentation**

Committee had met and received presentations from Christmas Lights suppliers. It was suggested that once quotations were received, the Town Team could be invited to contribute. Committee requested delegated powers to consider quotations for Christmas lights, expected end of March.

**Requested delegated powers from Full Town Council, for the Christmas lights quotations to be received and considered by Health and Safety Committee.**

The meeting ended at 10.35am.