



HALE PARISH COUNCIL

of the Halton Borough in the County of
Cheshire



MINUTES of the **EXTRA ORDINARY PARISH COUNCIL MEETING** held on

Thursday the 19th December 2019 at

THE CHILDE OF HALE FUNCTION ROOM commencing at 6.15pm.

Present: Cllrs Trevaskis, Williams, Kierman, Wright, Spargo and Mitchell
There were 5 members of the public present

1. To receive Apologies

Cllrs Hunter, Anderson, Healey and Cleary

2. To receive Declarations of Interest

None

3. To adjourn the meeting for a period of public participation

A question was put as to why Policies and Risk Assessments had not been put in place when the VH reopened in 2017. In response it was stated that the Council did pay for Policies to be written at that time, but they had not been updated since and that no formal Risk Assessments seemed to have been undertaken. There had been a number of queries and complaints raised by some residents and after consultation with qualified personnel it has been suggested that there was an urgency to bring matters up to date and that best practice suggested that Risk Assessments should be formally written which would stand the PC in good stead should some unfortunate occurrence take place.

It was noted that this Council did not have a competent person to sign off Risk Assessments and that was why consideration was being given to have a thorough professional review of the VH Policies and Risk Assessments which would also cover the use of external contractors and the duty of care responsibilities this Council had when engaging same.

It was also suggested that some local residents might be suitably qualified however the issue seemed to be that whilst some might have had knowledge in the past, it might not be up to date and any such person would need to sign off the documentation which brought with it a level of responsibility and liability should anything go wrong.

A lively debate which included residents present took place, some concerns were raised that this meant more money had to be spent which might involve an increased Precept however it was pointed out by one resident that this would only amount to approx one pound per year per household on average. A very small price to pay to ensure that the PC were protected and were protecting both its employees and complying with its duty of care to external contractors

4. To consider the appointment of a qualified professional to review the policies of the parish council relating to health and safety, amend or draw up new policies as required and produce risk assessments as required so as to meet the statutory responsibilities of the parish council in respect of its activities and whether it would be appropriate to engage that qualified person to be appointed on an ongoing basis to act as the 'competent person' who would review and advise with regard y health and safety issues and undertake risk assessment checks as required in respect of Hale Parish Council activities including any responsibilities with regard to external contractors.

It was resolved that the quotation from Risk Support Services Ltd should be accepted on a rolling basis at £75.00 per month plus Vat to undertake the works set out in the quotation/specification attached to the agenda for this meeting which include a 12 month rolling contract term with a 3 month cancellation notice period required thereafter.