

MINUTES OF A MEETING OF THE HEALTH & SAFETY SUB-COMMITTEE,  
HELD ON THURSDAY 16<sup>th</sup> JUNE 2016 IN THE COUNCIL CHAMBER,  
KING'S HOUSE, THETFORD STARTING AT 10.00 A.M.

Present:

Councillor Mrs B J Canham	Chairman
Councillor J C Moorman	
Tina Cunnell	Acting Town Clerk
Ros Barnett	ALP Officer
David Brooks	Venues Manager
Chris Crimmen	Committee Secretary

Minutes

85/16 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
None.

86 /16 APOLOGIES FOR ABSENCE AND NEW MEMBERS  
The Works Foreman sent his apologies..

87 /16 MINUTES  
Resolved the minutes of the committee meeting held on the 12<sup>th</sup> November 2015, received by Full Council on the 26<sup>th</sup> January 2016, as a true record and be signed/initialled by the Chairman.

88/16 H&S COMMITTEE PRIORITIES  
The Chairman led a discussion to review and agree the top three H&S Committee priorities to the end of September 2016. It was decided that the priorities are:

1. PAT Testing to be completed by 18<sup>th</sup> July 2016.

This testing is now overdue and it is very urgent.

**RECOMMENDATION: The PAT Testing must be completed by 18<sup>th</sup> July 2016.**

**RECOMMENDATION: That the Deputy Venues Manager be PAT trained at a cost of £200 as soon as possible.**

The new ALP Officer was introduced to the meeting. She was tasked with producing an annual monitoring spread sheet for use by councillors and staff to cover all important H&S items that need to be completed covering items such as:

- Testing – PAT, water, fire alarms,
- H&S Audits – accident reports, training records
- Risk assessments actions

This spread sheet will be discussed and the first draft approved in September 2016 with a meeting with the chair of ALP so that it can be implemented immediately.

2. H&S Audits and Inspections on all Thetford Town Council buildings.  
The visits are scheduled for 8th/9<sup>th</sup> August 2016. The Council have to give 30 days' notice of an inspection

3. Employment Law Advisory Services Ltd (ELAS).  
ELAS specialise in all aspects of employment law, occupational work health assessments and health & safety. They aim to provide high quality and cost effective advice for employers and key members of their staff. They offer a bespoke service to employers. The Acting Town Clerk will hold a meeting with all supervising offices to discuss this service.

89/16 ITEMS OF URGENT BUSINESS  
None.

90/16 PRESS RELEASES  
None.

Chairman.