

FILEY TOWN COUNCIL

PROPERTY COMMITTEE MEETING HELD ON 11 FEBRUARY 2010 AT 11.00AM

Present: Cllr E Holden (in the chair), Cllr D Murton, Cllr Julie Viles, Cllr R Walker and
Cllr Marion Wright (arrived 11.53am)
Mr Ken Leathley – Health & Safety Risk Advisor
Clerk – Mrs G Robinson

The Chairman welcomed everyone to the meeting.

NOTICE OF THE MEETING

RESOLVED : That Public Notice of the meeting had been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972

139/010

APOLOGIES

Cllr C Hodgson (work commitment) had sent apologies to the meeting.

RESOLVED: That Cllr C Hodgson's apologies be accepted.

140/010

DECLARATIONS OF INTEREST

There were no declarations of interest in items on the agenda.

RESOLVED: That this information be noted.

141/010

FILEY MUSEUM

Members had previously been circulated with a letter from the Honorary Secretary of Filey Museum and it was noted that the Council's request to check the electrical installation at the Museum had been complied with. Cllr R Walker, as the Council's Representative informed Members of minor Health and Safety issues which were in the process of being addressed, thus being black/yellow warning tape to be applied to uneven door treads from one room to another and the front door sticking when opening. It was

RESOLVED: That the contents of the letter be accepted.

142/010

FILEY ALLOTMENTS

Letter from the Secretary of Filey Allotment and Garden Association

Members had previously been circulated with a letter from the Secretary of the Filey Allotment & Garden Association requesting the Town Council as landowner give consideration to their provision of a single toilet and supply of electricity to the trading shed. Members made comment they had undertaken a site visit with members of the Allotment Association on 16 July 2009 to discuss their plans and were aware that an official request would be submitted to the Council. Mr Leathley, as the Health & Safety Risk Advisor to the Council stated that he welcomed the Allotment Association's plans under Health & Safety Regulations, and the Disability Discrimination Act and he stated that he would support the proposal for compliance in terms of public safety. After discussion it was

RESOLVED: That a letter of support 'in principle' be sent to the Filey Allotment and Garden Association for their provision of a single toilet and supply of electricity to the trading shed on the Allotment site.

143/010

Filey Allotment & Garden Association Annual Rent Review

The Clerk informed Members that the Council must agree the rent payment for a three year period commencing on 1 April 2011 and must give notice to the tenant one year in advance i.e. before 31 March 2010. The Association have paid an annual rent of £350.00 for three years since April 2008 and Members were made aware of the number of plots on the site and the annual charges made by the Allotment Association to plot holders. Members considered that the allotment plots were very reasonably priced and the forthcoming three year rent review should reflect a realistic increase for the Allotment Association, the plot holders and the Town Council.

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Filey Allotments Annual Rent Review continued

After discussion it was agreed that the Town Council should increase the rent from £350 per annum to £425 per annum for three years commencing on 1 April 2011 and members stated that the Allotment Association could recover the increase by slightly raising allotment plot fees and they would still remain very reasonably priced compared with allotments in other parts of the country. It was

RESOLVED: That the annual rent for the Filey Allotment & Garden Association be increased to £425.00 per annum with effect from 1 April 2011 for a period of three years, and the Clerk serve formal notice of the rent review before 31 March 2010 to the Filey Allotment & Garden Association. 144/010

HEALTH AND SAFETY

Health & Safety Policy

Members had previously been issued with a revised draft Health & Safety Policy for consideration prior to being adopted by the full council. Mr Leathley informed Members that this was a culmination of work over the past three years, in Years 1 and 2 staff had been trained in Health & Safety and the modules undertaken had been matched to a procedure in the Health & Safety manual; all the policies had been revisited and updated and in Year 2 new policies e.g. cemetery services, lone working, asbestos, permits to work etc had been added. The next stage would be to look at all statutory obligations which the Council is responsible for and to risk assess all individual tasks and operations which are undertaken. Mr Leathley thanked Mrs Robinson for her assistance in drawing up the draft Health & Safety Policy and in turn Mrs Robinson thanked Mr Leathley for his valuable input and expertise in updating the document. Mr Leathley stated that the policy was a living document and would constantly need updating and revising in line with current legislation and by revising this document 'in house' had saved the Council considerable expenditure.

Members agreed that the manual should be a restricted access document and in order to minimise photocopying to all members of the council, the Property Committee members' copies would be circulated to all other members and each Councillor would be requested to read each section of the policy and initial an acknowledgement sheet before returning to the office. After this process has been completed the draft Health & Safety Policy Manual would be recommended to full council for adoption following which all members of staff would be expected to read and sign the agreed Health & Safety Policy with further training being provided by Mr K Leathley if required. It was

RESOLVED: That the Property Committee accept the Town Council's draft Health & Safety Policy and agreed to make a recommendation to full council once each member of the Town Council has signed an acknowledgement that they had read the document. 145/010

Cllr Marion Wright arrived at this point.

Health & Safety Inspection Report

Members had previously been circulated with a copy of a Health and Safety Inspection report undertaken by Mr Leathley, the Council's Health & Safety Risk Advisor and Mrs Robinson, the Town Clerk on 20 October 2009. Members considered the report and noted that the significant findings had been considerably reduced since the previous year's report due to the Council having addressed many health and safety issues in 2008/2009. Mr Leathley made a request to members that a lifting mechanism was necessary for the lifting of heavy boxes; a more suitable computer chair had been highlighted in a DSE assessment and a light inside the front door was recommended. It was agreed that Mr Leathley and the Clerk source the required items and purchase from the Health & Safety budget as soon as possible if sufficient funds permit. After discussion it was agreed that the Health & Safety Inspection Report be accepted and the significant findings be addressed in the forthcoming year. It was

RESOLVED: That the Health & Safety Risk Advisor and the Clerk obtain the required equipment as detailed above from the current Health & Safety Budget if sufficient funds permit. 146/010

RESOLVED: That the Health & Safety Inspection Report undertaken on 20 October 2009 be accepted and the significant findings be addressed in the forthcoming year.

147/010

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Property Committee Meeting 11 February 2010 continued

Fire Risk Assessment

Members had previously been circulated with a copy of the revised Fire Safety Risk Assessment which had been undertaken by Mr K Leathley, the Council's Health & Safety Risk Advisor and Mrs G Robinson, Town Clerk. Members considered the report and noted that the significant findings had been considerably reduced since the previous year's assessment due to the Council having addressed many fire safety issues in 2008/2009. After discussion it was agreed that the Fire Safety Risk Assessment Report be accepted and outstanding items in the priority action plan be addressed in the forthcoming year. It was

RESOLVED: That Fire Safety Risk Assessment Report undertaken on 27 October 2009 be accepted and outstanding items in the priority action plan be addressed in the forthcoming year. 148/010

Display Screen Equipment (DSE) Risk Assessments

Mr Leathley, the Council's Health & Safety Risk Advisor informed members that he had undertaken Display Screen Equipment Risk Assessments in November 2009 for all members of staff. The DSE Risk Assessments had highlighted there was a need for a more suitable computer chair for one member of staff which should be addressed as a high priority. It was

RESOLVED: That Mr Leathley be thanked for carrying out the DSE Risk Assessments and that the computer chair be purchased as soon as possible from the current Health & Safety budget. 149/010

PROPERTY UPDATE

The Clerk informed Members that the unsightly weeds had all been removed from the front of the Council Offices. It was

RESOLVED: That this information be noted. 150/010

The meeting finished at 12.25pm

Councillor E. Holden
Chairman
Property Committee