

FILEY TOWN COUNCIL

PROPERTY COMMITTEE MEETING HELD ON 27 JANUARY 2011 AT 10.00AM

Present: Cllr R Walker (in the chair), Cllr D Murton, Cllr Julie Viles, Cllr J Thurston
Health & Safety Risk Advisor – Mr Ken Leathley
Clerk – Mrs G Robinson

In the absence of the Chairman, the Vice Chairman welcomed everyone to the meeting and thanked them for attending.

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 90/011

APOLOGIES

Cllr E Holden had sent apologies to the meeting due to ill health and Cllr K Burton had sent apologies due to a work commitment. It was

RESOLVED: That Cllr E Holden and Cllr K Burton's apologies be accepted. 91/011

DECLARATIONS OF INTEREST

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

RESOLVED: That this information be noted. 92/011

HEALTH & SAFETY

Health & Safety Inspection Report

Members had previously been circulated with a copy of the annual Health & Safety Inspection Report which had been undertaken by Mr K Leathley, Health & Safety Risk Advisor to the Town Council. Mr Leathley explained the actions contained within the report and the significant findings were noted. The Clerk stated that planning permission was required for replacing window frames at the rear of the property prior to installation and that the budget earmarked for this purpose would need to be carried forward to the next financial year for the works to be completed. Mr Leathley expressed concerns regarding the lack of storage space within the Council Offices and whether in deed the building was fit for purpose for the needs of the Council. Members agreed to explore possibilities for other outlets within the town. It was

RESOLVED : That the Health & Safety Inspection Report be accepted and the actions be addressed as soon as possible by the Clerk and the Health & Safety Risk Advisor.

93/011

Fire Risk Assessment and Inspection Report

Members had previously been circulated with a copy of the annual Fire Risk Assessment and Inspection Report which had been undertaken by Mr K Leathley. It was noted that the Fire Dorguards had now been fitted to the ground floor office doors and actions points to be addressed as funds allow. It was

RESOLVED: That the Fire Risk Assessment Report be accepted and the actions addressed as soon as possible by the Clerk and the Health & Safety Risk Advisor.

94/011

Display Screen Equipment (DSE) Risk Assessments

Mr Leathley reported that he had completed Display Screen Equipment Risk Assessments for all members of staff and no problems had been highlighted. The Clerk stated that when the Council next updates its computer systems large screen monitors would be desirable. It was

RESOLVED: That the above information be noted. 95/011

Council Equipment Specific Risk Assessments

Mr Leathley informed Members that he would be undertaking specific risk assessments for items of equipment owned by the Council and a full inventory would be made, this would include all equipment held at the Lawns Cemetery which was used by contractors. It was

RESOLVED: That the above information be noted. 96/011

Property Committee Meeting held on 27 January 2011 continued

HEALTH & SAFETY continued

Equipment to be written off

Mr Leathley requested that two items stored in the Council shed be written off due to the age of the equipment and were not fit for purpose, thus being a flymo and a strimmer. After discussion it was

RESOLVED: That the above two items of equipment be written off the Council's inventory due to being unsafe and disposed of under WEE Regulations. 97/011

PROPERTY UPDATE

The Clerk informed members that the BBC had expressed an interest in using the Council Chamber for filming of a television programme named Sugartown. Members requested that a site visit around Filey to view public seating be arranged for their next meeting. It was

RESOLVED: That the above information be noted. 98/011

The meeting finished at 11.40am

Councillor R Walker
Vice Chairman
Property Committee