

KIRKBURTON PARISH COUNCIL

RISK ASSESSMENT COMMITTEE

MINUTES OF THE MEETING ON THURSDAY, 12th MARCH 2009 AT 7.30 pm AT BURTON VILLAGE HALL

Present: Cllr R Barraclough in the Chair

Cllrs R Burton, K Dunn, J Hirst, J Paxton.

Apologies were received from Cllr Hickey, the reason for which was accepted.

**R10 Apologies and
Declarations of
Interest**

Cllr Barraclough declared personal interests in Mr Dyson and Mr Turner (potential contractors for work at Shelley Village Hall), as he was acquainted with both.

Members noted the Risk Assessment Schedule and discussed issues arising from it.

**R11 Risk Assessment
Schedule**

Resolved: To amend the Schedule removing the requirement to lock the door during Council meetings.

Resolved: To make the following recommendations to Council:

- a) To circulate members with information on: Insurance cover available to members when on Parish Council business; Data protection and Implications of the Freedom of Information legislation. Also to hold a training session covering the latter two subjects, if possible.
- b) To carry out a new audit of all parish council seats, update the information held and circulate it to all members.
- c) To roll-over the remaining funds for renewal/repair of Parish Council seats to the next year, and to continue budgetting for 2 seats per year.
- d) Following a reported incident of the fire alarm not being heard in the office, to request the KHCA to check the sensor, and install an additional one, if necessary.

The Clerk reported an enquiry received from Shelley Community Association which raised the queries about the responsibility/liability for clearing snow from the car park, and who is responsible for taking the decision to close the car park for health & safety reasons.

**R12 Shelley Village Hall
– Car Park**

Resolved: That the Clerk checks the lease for reference to this issue. If it is not defined in the lease, the Clerk uses her delegated authority to advise the Community Association that as the manager of the Hall, it has a duty to ensure the property is safe for all users. If the Community Association is not satisfied of the safety, it should close the hall and/or the car park, as appropriate.

Members considered the risk issues, which may be present when the Hall was being used as a post office. The Vice Chairman reported that he had met with the Community Association and various contractors to progress the upgrading of the fire alarm and the fencing around the rear garden.

**R13 Shelley Village Hall
– Post Office**

Resolved: That the Clerk draws Shelley Community Association's attention to the increased level of risk during the periods the post office is in operation, and requests that a risk assessment is carried out with a copy to be supplied to the Council.

The meeting then closed.