Worth Parish Council

Minutes of the Human Resources Committee Meeting

August 8th 2017 at 10.00 hrs

Present:	Cllr Webb (Chairman)	Cllr Anscomb (Vice Chairman)
	Cllr Coote	Cllr Cruickshank
	Cllr Curzon	Cllr Field
	Cllr Webb	
	Miss Vaughan (Assistant Clerk)	Also Present: Cllr Lord

18. Apologies: None. All members were present.

19. Declarations of Disclosable Pecuniary and Other Interests: None.

20. Minutes

It was RESOLVED that the Minutes of the HR Committee meeting held on Thursday, 20th July 2017 be APPROVED as a true and correct record of the meeting.

21. Office and Work Station Risk Assessment

It was NOTED that the Clerk had suggested renaming the document as 'Office and Workstation Risk Assessment'. It was AGREED that Cllr Webb would create a second draft and circulate to the Committee.

22. Parish Hub Fire Safety Procedures

It was NOTED that Worth Parish Council has received a response from Mr Livesey regarding questions on evacuation procedure for the upstairs of the building. It was NOTED that the RFO would circulate the new plan to all hirers.

It was AGREED to put up a sign telling hirers not to remove the fire extinguisher from the wall in the South Room and all hirers are to be reminded not to remove it.
It was AGREED that all future fire safety issues would be sent to Full Council. It was NOTED that the building met the fire safety regulations in 2013. Cllr Field suggested asking the Fire Brigade to come and inspect the building and suggests that the Committee ask the landlord arrange this as it is their responsibility. Cllr Webb suggested that Worth Parish Council ask the Fire Brigade to come and inspect the building, in relation to fire safety access, independently of the landlord. This was AGREED by all.

It was NOTED that the Fire Plan needs to be updated to show the muster point and all exits for all rooms. The Committee would like the notice on every door.

The Assistant Clerk left the room at 10:21.

These Minutes will be recorded under 23. CONFIDENTIAL MINUTE.

The Assistant Clerk returned to the room at 10:31.

24. Date of the next meeting: To be advised

Chairman:…….. Date:…….