

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 16th August 2022 at 7.00 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, J Dent, S Gillies, M Griffiths, S Miller (Chairman), J Peggs, B Samuels, P Samuels (Vice-Chairman), B Stoyel and D Yates.

**ALSO PRESENT:** S Burrows (Town Clerk), S Webber (Service Delivery Manager) and F Morris (Planning and General Administrator)

**APOLOGIES:** G Challen, L Challen, J Foster, S Lennox-Boyd and S Martin.

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#### **56/22/23 HEALTH AND SAFETY ANNOUNCEMENTS**

The Chairman informed those present of the actions required in the event of a fire or emergency.

#### **57/22/23 DECLARATIONS OF INTEREST:**

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

58/22/23

**TO RECEIVE A REPORT ON THE TOWN COUNCIL HEALTH AND SAFETY CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk and Service Delivery Manager provided Members an overview on the existing provider of the Town Council's Health and Safety provision and the urgency for review to ensure the Town Council's compliance.

Councillors discussed the report and quotations received.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED:**

1. To note the reports and quotes received;
2. To terminate the Town Council's current Health and Safety Contract with Moorepay with immediate effect; providing the required 30 days' notice based on a three month termination notification;
3. To appoint Contractor B as Health and Safety consultants for Saltash Town Council as itemised a-c below at a total cost of £1,252.00 plus VAT allocated to Budget Code 6214 P&F Health and Safety:
  - a. Item 4: The preparation of a bespoke Health and Safety Policy, Procedures and Arrangements at a cost of £657.00 plus VAT;
  - b. Item 6: The completion of one full Health and Safety Audit and Review. This audit will include an inspection of the site and a review of business activities. The audit will encompass Health and Safety, Legionella and Fire Safety along with a check on existing policies, procedures and risk assessments. A detailed report and action plan will be prepared and a total audit score will also be provided.

This will include a review of Health policies and procedures and updates in line with current legal requirements. Ongoing email or telephone support for that year at a cost of £595.00 plus VAT;

- c. Item 7: On-going advice and support with respect to Health and Safety by telephone and e-mail as required for the duration of the contract. No additional charge as items 4 & 6 are included in the contract;

4. Delegate authority to the Town Clerk to proceed with any required actions as may be identified by the audit up to the existing budget allocation of £5,643.00.

**DATE OF NEXT MEETING**

Tuesday 13 September 2022 at 6.30 pm

Rising at: 7.25 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_