

**MAESTEG TOWN COUNCIL
PROPERTY AND HEALTH & SAFETY COMMITTEE MEETING
HELD ON TUESDAY, 23rd JUNE 2020**

PRESENT:

COUNCILLORS: **CLLR R PENHALE-THOMAS (CHAIR)**
P Jenkins, R Martin, G Thomas and I Williams

22. TO REVIEW THE COMMITTEE'S TERMS OF REFERENCE

The Chair highlighted the lack of Terms of Reference for the Committee, and sourced some from other T&CC's.

The following Terms of Reference were agreed for this Committee:

- Ensure the Council has access to competent Health and Safety advice as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999
- Ensure that there exists an effective policy for health and safety management, supplemented by additional documents relating to particular areas or type of activity or groups of employees, and ensure that this policy is implemented.
- Meet at least twice a year and produce a report on the overall performance of the Council on health and safety matters, with recommendations where necessary; an item will be placed on the agenda of the subsequent Full Council meeting to consider the findings of the H & S Committee.
- Ensure that necessary resources and information are made available for the policy to be effectively put into practice.
- Ensure that the Clerk and council employees, within their areas of control, carry out their respective duties regarding health and safety.
- Ensure that all accidents or dangerous occurrences are reported to the Enforcing Authority where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To advise and make recommendations to the Council on Tenancies, repairs and reinstatements
- To undertake regular inspections of Council property, put any maintenance or urgent repairs in hand with suitable contractors and submit recommendations on other work required
- To submit proposals to the Town Council on terms and conditions / regulations & charges for all Council property/assets

- To submit proposals to the Town Council for major redevelopment or improvements of the Council property and to implement and oversee whatever the Council decides.

23. TO CALENDARISE FUTURE MEETINGS

It was agreed that the Committee meet quarterly and as and when needed. The following dates were agreed in principle:

- Tuesday 22nd September 2020
- Tuesday 15th December 2020
- Tuesday 16th March 2021

24. TO DISCUSS THE MINUTES OF THE LAST COMMITTEE MEETING 09/03/2020 AND THE RESOLUTIONS FROM FULL COUNCIL MEETING 09/06/2020

Members discussed the minutes of the last committee meeting and the resolutions from the full council meeting

Recommendations from Committee Meeting 09/03/2020

1. Cllr G Thomas to write a letter to the former Clerk Mrs M Buckley requesting that all personal property to be removed from the Council Offices. – this was written and sent but no response received, the Clerk with the Chair to write and send a letter recorded delivery.
2. Clerk to contact ITCS to remove all the cabling located upstairs in the meeting room opposite the office used by LIMCC. – Awaiting current restrictions to be lifted before the cabling can be removed.
3. Clerk contact a local Gas Safe registered plumber to conduct a Gas Safety check and receive a Gas Safety Certificate on the boilers. – Completed.
4. Clerk to produce a loan register for equipment being borrowed by local community groups. – need to complete this
5. Clerk to produce a log of building key holders. - completed
6. Clerk to contact the local stone mason with regards to the algae on the building and any repairs necessary to the stonework – stonemason was contacted but currently no response.
7. Clerk to contact a Chartered Surveys company for a detailed Building Survey – to include roof and damp survey – Awaiting current restrictions to be lifted before contacting a chartered surveyors
8. Clerk to contact a company to produce a Fire Risk Assessment – Fire Right contacted, awaiting response
9. Calendarise future Property and H&S Committee meetings for the summer months in order for full walk around of the building in daylight. – Completed.

Resolutions from Full Council meeting 09/06/2020

GAS SAFETY CERTIFICATE

Property and H&S Committee to look at the options for replacing the boilers and building improvements.

The Committee recommends that the boilers be replaced and that the Clerk ask for 3 quotes before any decision is made, however they agreed that the current quote seemed very competitive.

LOG OF MTC KEY HOLDERS

Clerk to arrange the for the locks to be changed with only essential key holders to have keys.

Clerk advised that Mr G White was waiting for a replacement lock to arrive before being able to replace the existing lock. Members discussed who needed to be key holders and it was recommended that the following have keys:

1. Clerk Maesteg Town Council
2. Deputy Clerk Maesteg Town Council – once in post
3. Clerk Llan Middle Community Council
4. Cleaner Maesteg Town Council
5. Thomas & Thomas Solicitors (need access for the strong room)
6. A Councillor for emergencies – Cllr R Martin agreed to be a key holder as she is able to drive to the building if needed.
7. Spare Set

It was noted that if any person needs a key then they would need to put it in writing for permission from full council.

CONTACT THE STONE MASON

As no report has been received by the stone mason with regard to the algae removal and stonework repairs, it was discussed that the Clerk contact the project manager for the Town Hall redevelopment to enquire which specialist firm will be making the repairs to any stonework and whether they would also look at making repairs and removing the algae from Maesteg Town Council building.

25. TO DISCUSS THE FUNCTION OF THE OFFICE DUE TO POSSIBLE COVID-19 RESTRICTIONS, POSSIBLE RE-OPENING OF THE BUILDING AND COMPLETEING A COVID-19 GENERAL WORKPLACE RISK ASSESSMENT

Members discussed the current Covid-19 restrictions and were advised that BCBC had yet to make any decisions to reopen their building to the public, however RCT CBC had advised its staff that they were not looking to reopen their offices to the public until at least 31st August 2020. It was agreed that the current office closures for Maesteg Town Council were working well with the public still being able to contact the clerk via email and telephone. Members were advised that this had previously been discussed by the personnel committee with a suggestion of an appointment only system to be introduced. It was decided to wait for further guidance from Welsh Government with the lifting of current restrictions and for the Chair of committee to liaise with the clerk to call a meeting to discuss the possible re-opening and risk assessments that would need to be done.

Clerk advised members of the recent Covid-19 Awareness training and that a delegates report will be provided at the next full council meeting, however it was noted that the advice from the training included that hot and cold water are equally as effective when hand washing as long as soap is used and hands are washed for a minimum of 20 seconds.

26. ANY OTHER BUSINESS RELATING TO PROPERTY AND H&S

Members raised the following issues:

- Need for CCTV for when the building re-opens in order for staff to know when members of the public enter the building and where they walk to – in the past public walk upstairs and also the basement without staff knowing they are in the building

It was agreed this could be placed on the Agenda at a future meeting.

27. RECCOMENDATIONS TO FULL COUNCIL

1. That all Committees look at Terms of Reference for each Committee at the first Committee Meeting following AGM
2. Chair and Clerk to write a letter to the former Clerk Mrs M Buckley requesting that all personal property to be removed from the Council Offices and that the letter be sent recorded delivery.

3. Clerk to contact ITCS to remove all the cabling located upstairs in the meeting room opposite the office used by LIMCC.
4. Chair and Clerk to produce a loan register for equipment being borrowed by local community groups.
5. Clerk to request quotes from local gas safety engineers for replacing the boilers.
6. Clerk to update log of key holders once new lock is fitted.
7. Clerk to contact the Project manager of the Town Hall works with regards to the algae on the building and any repairs necessary to the stonework
8. Clerk to contact a Chartered Surveys company for a detailed Building Survey – to include roof and damp survey
10. Clerk to contact a company to produce a Fire Risk Assessment
11. Cllr G Thomas to look into the prospect of new fire extinguishers that have a life time guarantee unless used.
12. Clerk to source and cost installing a Digital Door Bell.

**Read and accepted at a remote meeting of the Council
held on 7th July 2020**

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Chair of Property, Health & Safety Committee

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Mayor