

SAWSTON PARISH COUNCIL

MINUTES MEETING OF STAFF MANAGEMENT AND H & S COMMITTEE

26 November 2010

PRESENT: Chairman: E C Murray Clerk: Mrs J F Keeler
Councillors: Office Staff Groundstaff
Dr D R Bard Mrs G A Pack Mr A R Poole
Miss S E Clarke Mrs S A Hatton Mr R Hatfield
Mrs S A Hatton Mr A Wilson
M J R Mallows
Villageman
Mr M Roughead

1 APOLOGIES FOR ABSENCE

None were received

2 DECLARATION OF INTEREST FOR THIS MEETING

None were declared.

3 MINUTES

The minutes of the meeting held on 24 September 2010 were read, confirmed and signed.

It was **PROPOSED** by Councillor Dr D R Bard and **SECONDED** by Councillor Mrs S A Hatton to **ACCEPT** these minutes.

VOTE: 5 FOR : (UNANIMOUS)

4 MATTERS ARISING – new information only

None

5 MANAGEMENT REPORT

It was **PROPOSED** by Councillor Dr D R Bard and **SECONDED** by Councillor Mrs S A Hatton to **ACCEPT** this report (see sheet attached to the signed minutes)

VOTE: 5 FOR : (UNANIMOUS)

6 COMMENTS FROM STAFF AND COUNCILLORS

None

The Groundstaff and Snr Assistant Parish Clerk left the meeting

7 RISK ASSESSMENT

The Clerk recently invited a Company to quote for completing a Health & Safety/Risk Assessment on all three Pavilions and the Office. (This is a Health & Safety requirement by law). It was explained that they will come and visit each area and create a report which will show us which areas may need attention. There is also an internal training program for the Staff which is included in the price. Each member of staff can complete each 20 minute training module and receive a certificate if passed. The Parish Council will also have access to a 24 hour advice line.

After lengthy discussion it was **PROPOSED** by Mrs S A Hatton and **SECONDED** by Dr D R Bard to **RECOMMEND** to Full Parish Council that we have Abbey HR to do our Risk assessments at the Office and the Pavilions at a one off cost of £4,268.00.

VOTE: 5 FOR : (UNANIMOUS)

It was also **PROPOSED** by Councillor Mrs S A Hatton and **SECONDED** by Dr D R Bard to **RECOMMEND** to Full Parish Council that we take out their Legal Expense Insurance at a cost of £71.64 per year which covers the legal costs of representing Sawston Parish Council at a tribunal, and in the event the tribunal was lost the costs of any awards would also be covered. The policy limit would be £100,000 per claim.

VOTE: 5 FOR : (UNANIMOUS)

8 STAFF ISSUES

None

9 BUDGET SETTING FOR THE YEART 2011/2012

It was **PROPOSED** by Councillor Dr D R bard and **SECONDED** by Mrs S A Hatton to **RECOMMEND** to Full Council a budget of £120,494.00

VOTE: 5 FOR : (UNANIMOUS)

Meeting closed at 12.15pm