

WOTTON-UNDER-EDGE TOWN COUNCIL



Minutes of the **FINANCE & SPECIAL PURPOSES COMMITTEE** of 20th August 2015 at 7pm in the Committee Room at the Civic Centre.

Present Cllrs P Smith(Chair), John Cordwell, June Cordwell, T Luker

Town Clerk Ms S Bailey

1. **Apologies for Absence** Cllr R Claydon
2. **Declarations of Interest** Cllr John Cordwell (SW Councils Board member)
3. **Approval of Minutes of Special Purposes Committee** of 16th June 2015; it was proposed by Cllr John Cordwell and seconded by Cllr T Luker and agreed 3 in favour 1 abstention to approve these Minutes as presented
4. **To discuss outcome of recent Zurich Insurance seminar attended by Clerk and various matters for Council attention:**
 - a) Necessity for introduction of a business continuity plan. Examples of other town council continuity plans were provided. In order to give the matter its due attention, it was agreed to arrange a specific working group for 23rd September to amalgamate the contents of both examples and tailor it specifically for Wotton.
 - b) Civic Centre emergency staircase potential to pose trip hazard on egress & possible solutions. The Clerk provided a quotation from a local firm to either make good the damage with metal carpet strips for a cost of £272, or to replace all the vinyl & edging on staircase for £1780. It was agreed that due to the concern for health and safety, the Clerk should proceed with the repair quotation under delegated powers.
 - c) Civic Centre emergency evacuation of elderly upstairs in building, if lift not working & possible solutions. The Clerk provided an example of an Evacu-chair quotation from the internet. After much discussion of the type of chair needed and its ease of usage by public and staff, it was agreed to acquire more advice on the type of chair needed, particularly from other councils who might have one, from the Buildings and Facilities Manager at SDC, from the Mobility Shop and the Ambulance Service.
 - d) Manual handling training requirement for all staff. An example of DVD training was provided by the Clerk costing about £35. The need for this training was agreed but the Clerk is requested to look for 'fun' but educational training DVD's such as those by John Cleese.
 - e) Necessity of a risk assessment for allotments. The administrator has been working on new allotment inspection forms and guidelines, and these were provided to Councillors. After a minor amendment it was suggested that these documents go to the next Allotments Committee for them to approve their recommendation to Council.
 - f) Adequacy of current WTC form for play area inspections (this is different from annual ROSPA assessment which is a risk evaluation and not regular maintenance inspection). The Clerk explained the advice received from the Zurich Insurance seminar recently on regular maintenance inspections and recording of data, and Cllr P Smith explained the advice received from an evening's play area inspection training by NPFA on the need for quarterly additional risk assessments. The advice differed slightly. After discussion it was considered that the forms we

use are suitable for purpose and that the Buildings Manager is considered a competent person to carry out the inspections of Symn Lane Play Area on a regular basis.

The following item will be dealt with in Closed Session due to confidential nature of business to be transacted, proposed by Cllr John Cordwell seconded by Cllr P Smith agreed by all.

5. To discuss caretaking duties at council facilities & to consider any amendments

Following previous discussions on how the caretaking role needs to cover all Council/Trust buildings, that the whole current job description needs to be carried out, and the fact that we have more need now for the full quota of work than ever before, due to cost cutting in various areas towards local services from higher authorities, and also the acquisition of more local facilities by WTC, it was agreed that advice would be sought from South West Councils regarding the employment contract and the adherence to best practice in complying with the law. A year's membership is about £350. The Clerk considered it essential to adhere to proper legal advice regarding employment legislation and recommended joining this service in order to be able to advise Council accordingly.

Meeting finished at 8.15pm

Signed

Date