

Minutes

HR Committee

Monday 27th March 2017 at 7.00pm

Committee membership: Cllrs: MacFarlane (Chair) (West), Ridout (Vice Chair) (West), Batchelor (Broadway), Fraser (West), and Jolley (Broadway).

Present:

Councillors: Macfarlane, Ridout, Batchelor, Fraser and Jolley.

Officers: H Abernethie and Fiona Fox

Public and press: No members of the public and no members of the press.

393/17 Apologies

- a) None
- b) N/A full attendance

394/17 Minutes

- a) The minutes of the meetings held on 30th January 2017 were approved as a true record and signed by the chairman.
- b) There were no matters arising.

395/17 Declarations of Interest

None.

396/17 Chairman's Announcements

None.

Standing Orders were not suspended as there were no members of the public in attendance.

397/17 Public Participation

- a) None.
- b) There were no petitions or deputations.

398/17 Reports from Unitary Authority Members

None.

399/17 Health and Safety

The monthly, adhoc and quarterly reports carried out between January – March 2017 were reviewed. The report is attached to these minutes. It was resolved that the reports and actions taken were approved by members.

Members resolved that they would like officers to carry out the following:

- Explore solutions to the flooring in the men's toilets and arrange for a test pit to be prepared. Also establish what glue was used to fix and consider whether a membrane or waterproofing is required.
- Chase up the spare part required for the care room shower.
- Monitor the use of the Personal Care room.
- Officers confirmed that the blocking of a window at Dewey House had been approved by the Conservation Officer at Wiltshire Council.
- Officers have instructed contractors to repair the lamp columns in the Town Park.

400/17 Pay Award

- a) Councillor Batchelor proposed and Councillor Jolley Seconded to approve the pay award 2017/2018 as presented wef 1st April 2017. Voting unanimous in favour.
- b) The members noted that the employer pension contributions will decrease by 0.3% from 1st April 2017.

401/17 Communications

- a) None.
- b) None.

Meeting closed at 7.19pm

Risk Assessment – outstanding actions from quarterly review, Jan–Mar 2017

Cemeteries/Churchyards

- There are still unresolved issues with Minster churchyard.

Community Centres

(a) Civic Centre

- The flooring in the men's toilets is lifting because of a leaking pipe within the concrete floor.
- Problems with main heating system are still ongoing. Wheelers were asked to undertake a full review of the complete system but have not done so despite constant chasing. The heating sensor on the roof had been replaced but the shutters in the ceiling are not working correctly so Copheap is being heated but Arn is not. The maintenance contract has now been given to gb heating.
- Wheelers carried out five-year review of electrical installation which showed some elements to be unsatisfactory. Since these were faults with the original installation they were remedied free of charge.
- There is a leak from the shower in the Personal Care Room. Awaiting a part.

(b) Dewey House

- Guttering to be adjusted as water not running towards new downpipes.
- Window in old tea room to be blocked.

Council Property and Documents

- Green Flag application for the park submitted 30th January. Annual Report to be produced for Parish Meeting 10th April.

Employment of Staff

- Key functions of staff to be documented. Operations manual being prepared by all teams. Handover from Heather to Fiona ongoing since 6th March.

Public Conveniences

- Repairs required to toilets in the park. Idverde have quoted, awaiting repairs to be carried out.

Skatepark

- Half pipe being removed starting 10th March as it has reached the end of its life.

Street/Footway Lighting

- Work is ongoing to repair the lighting cabling in the park and bring all columns into working order.