

Minutes of the meeting of the Property, Policy & Resources Committee held on
Monday 29th April 2024 at 7pm at
Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon

Present:

Cllr S Gurney (Chairman)
Cllr G Britton
Cllr R Forder
Cllr B Johnson

Also in Attendance:

F LeBon (Clerk)

The Chairman welcomed everyone and opened the meeting at 7pm.

1. Apologies and acceptance for absence

Apologies were received from Cllr Douglass and Cllr Maidstone. These were **ACCEPTED**.

2. Declarations of Interest and Dispensations

No interests declared or dispensations requested.

3. To Approve the Minutes of the Meeting Held on 11th December 2023

Minutes had been circulated from the meeting held on 11th December 2023. These were **AGREED** as a true and accurate record of the meeting after a proposal from Cllr Britton and a second from Cllr Johnson.

4. Public Participation

No public present at the meeting.

5. Fire Regulations

The Clerk explained that Section 156 of the Building Safety Act 2022 came into force on 1st October 2023, introducing legal provisions surrounding fire safety. These requirements apply to all non-domestic premises, such as where people work, visit or stay, including workplaces.

a) To Agree Hellesdon Parish Council to be the Responsible Body under new Fire Regulations

The Clerk explained that the legislation refers to a 'responsible person' and their duties under the act. Guidance states that 'you are a Responsible Person if you are an employer, have control of the premises, or the owner of a premises'. Clarification has been sought as to whether a Responsible Person can be a corporate body and it can be. The employer is Hellesdon Parish Council and so it is recommended that Hellesdon Parish Council is the 'responsible person' with the day to day works to ensure that the Parish Council complies with the legislation delegated to the Clerk and the Facilities Manager. This recommendation was **ACCEPTED** after a proposal from Cllr Gurney and a second from Cllr Johnson.

b) To Consider the Updating of the Fire Risk Assessments for All Council Buildings.

Approved.....

Date.....

The Clerk reported that the last Fire Risk Assessments were completed on behalf of the council in 2019. As these are now 5 years old and the community centre has been much changed, it is recommended that these are now updated. A price has been received of £150 per building to complete these Risk Assessments. That is £450 for the Community Centre, Diamond Jubilee Lodge and the Grounds Shed.

After establishing that the quote was in line with financial regulations, it was **AGREED** to proceed with the updating of the Fire Risk Assessments for £450.

6. Policies Review

The following policies were reviewed:

- a) Information Security – **AGREED** with an amendment to the Evaluation and Response section to ensure that a report is made to Full Council as well as the Chairman.
- b) Publication Scheme – **AGREED** with no amendments.
- c) Retention of Documents – **AGREED** with amendment as detailed in the pack.
- d) Management of Outdoor Surfaces - **AGREED** with amendment as detailed in the pack.
- e) Social Media - **AGREED** with amendment as detailed in the pack.
- f) Subject Access Request - **AGREED** with no amendments.
- g) Equal Opportunities - **AGREED** with amendment as detailed in the pack.
- h) Recruitment and Selection - **AGREED** with no amendments.
- i) Training and Development - **AGREED** with no amendments.
- j) Whistleblowing - **AGREED** with no amendments.
- k) Prevention of Respiratory Infections - **AGREED** with amendment as detailed in the pack.
- l) Safeguarding - **AGREED** with amendment as detailed in the pack.
- m) Debt Management - **AGREED** with no amendments.

It was **AGREED** that councillors should have a hard copy of updated policies relevant to their role, so these can be added to their councillor files. The Clerk is to arrange this.

7. To Review Risk Assessments

The risk assessments presented were **ACCEPTED**. It was noted that the risk assessment for the community café was omitted. This is to be presented to the next full council meeting, ensuring that it covers the café, foyer and the dog friendly area.

Risk assessments for other groups with buildings on the Parish Council's land should be appended to the Parish Council risk assessments. Assessments are already held for the Haha hut and the Family Hub. The Clerk is to request risk assessments for the bowls pavilion and the Horticultural Association storage area.

8. Items for the Next Agenda and for Other Committees

Clarification of land owned by the Parish Council at the burial ground.

Rent for HHA storage area.

Large grants for community centre extension.

Heath Crescent Land

Formal Open Space on Hospital development site. The Clerk is to find out if this information is available prior to the next meeting.

9. To confirm that date of the next meeting.

To be confirmed – after the meeting to be held on 21st May 2024.

The meeting closed at 8pm.

Approved.....

Date.....