

REPORT OF THE ORGANISATION, METHODS AND PERSONNEL

SUB-COMMITTEE

The Sub-committee met at 8.00 pm on **Monday 20th July 2009** in Committee Room 1 at the Parish Hall, Great Baddow. Cllr Mrs C Shaw chaired the meeting.

Present: Cllrs Mrs C Shaw, Mrs M Miller, T Miller, Mrs D Ronaldson and K Ronaldson

In attendance: The Clerk of the Council

223/09 Apologies for Absence

Apologies for absence were received from Cllrs S Martin and A Sosin.

224/09 Declaration of Interests

There were no declarations of personal or prejudicial interests.

225/09 Public Question Time

There were no members of the public present.

226/09 Minutes

The minutes of the meeting held on 26th January 2009 were proposed by Cllr Mrs C Shaw and seconded by Cllr K Ronaldson. The minutes had already been signed at the February Finance and General Purposes committee meeting.

227/09 Clerk's Report

There was no written report but two items were updated.

- The meeting at the Mayor's Parlour for the member of staff who had retired was not arranged because he was still recovering from an eye operation and was not available.
- The Clerk confirmed that a letter had been written to the Essex County Council Highways Department about the audible devices on pedestrian crossings.

228/09 Health and Safety

The Clerk recommended that this matter be referred to the budget for 2010/2011 and confirmed that further information will be available at that time. It was also confirmed that the Zurich Municipal LCAS Helpline is available to the Council.

229/09 Child Protection Policy

Great Baddow Parish Council has been involved for some time with the Trident project and it is hoped that another young person will be with us in October. A member of staff from the project visited recently to bring their information about the Council up to date. At this meeting, it was pointed out that it is recommended that employers who are part of the scheme have a Child Protection Policy. A draft policy had been circulated before the meeting and it was agreed that this should be accepted and put in place immediately.

230/09 Halls for Hire

The Clerk told the meeting that she had been unable to research this matter and asked that it be deferred to the meeting of this sub committee on 26th October 2009. This was agreed.

231/09 Parish Hall Stage Loft

Following the fire risk assessment that was undertaken at the Parish Hall in May 2008, the Clerk met with David Saddington from Theatre At Baddow, to discuss the issues raised by the current use of the stage loft. The fire risk assessment report had identified that the stage loft has a number of unsatisfactory features

and it recommended that a package of measures would be needed if the stage loft is to continue in its current use.

The following issues have been dealt with:

- Fire detectors have been fitted and connected to the alarm system
- Lighting and emergency lighting has been provided
- Wiring conditions etc. have been inspected and regularised
- Theatre At Baddow has undertaken a risk assessment
- A forum has been established with Theatre At Baddow and to date there have been two meetings

The Clerk met again with David Saddington on 13th July 2009 to discuss the risk assessment and the following points were highlighted as areas where action still needs to be taken:

- The Parish Council to investigate providing a safer means of access to the loft entrance
- The matter of the egress to be referred back to Richard Spencer
- 1m wide gangways to be marked and Theatre At Baddow to restrict the usage of the area
- Signage to be investigated, including affixing signs about low ceilings
- Terms and conditions of usage, taken from Theatre At Baddow's risk assessment to be issued
- The matter of the clearing of the loft is ongoing and it was agreed that TAB would be given access to the hall outside their normal hiring times to facilitate this. It was also agreed that this would be completed by 31st December 2009
- The Parish Council to investigate the possibility of treating the beams and joists in the loft with a fire retardant coating

232/09 Apologies for Absence and Declaring Interests

The Clerk circulated a paper on the subject of introducing the recording of reasons for apologies for absence and the declaration of interests. After much discussion it was agreed that the matter relating to the apologies for absence should be referred to the full Council for consideration.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr T Miller that the sub committee recommends that the recording of the existence and nature of interests be adopted by the Council.

233/09 Matters for Information

There were no matters for information.

It was resolved under the Public Bodies (Admission to Meetings) Act 1960 to close the meeting to the public and press for the following item

234/09 Project Planning

The Clerk had circulated a report about Project Planning. Following discussion it was agreed that the idea was accepted in principle and that the Clerk should draw up further details and submit these to the meeting of this sub committee on 26th October 2009.

235/09 Staffing Management Issues

The Clerk gave a verbal report on several staffing issues and it was recommended that the Clerk would further investigate these issues and also the possibility of employing a consultant to recommend a course of action.

There being no further business, the meeting closed at 9.36 pm.

Chairman Dated