

**MEETING OF A SUB-COMMITTEE TO CARRY OUT A RISK ASSESSMENT  
IN RESPECT OF WEST LAVINGTON PARISH COUNCIL.**

**Meeting held on Thursday 7<sup>th</sup> January 2010 at 7 pm in the Village Hall**

**Present: Councillors: Mrs J Ford; Mrs E Evans; Mrs P Watts;**

**Also present: Mr Haste (Clerk)**

In the absence of the Chairman and Vice Chairman it was proposed by Mrs Ford, seconded by Mrs Watts, that Mrs E Evans take the Chair. There were no other nominations.

**1. Health and Safety Issues**

- (a) Children's Playground – the inspection report carried out on behalf of the insurers was read and considered. It was decided that there was no urgent remedial work to be carried out. However, it was decided that the wooden stepping stones should be replaced at a cost not exceeding £120. It was also recommended that all gates should be self-closing.
- (b) BMX Track – it was decided that users should be advised that they did so at their own risk (through the medium of News & Views)
- (c) Other areas – these included the field, the various seats and the bus shelters. No problems were identified.

**2. Insurance cover**

- (a) Public liability – this is currently for a maximum of £5 million
- (b) Property owned by the Council – the play equipment and safety surfaces are fully insured (with an excess of £125) and the war memorial is now insured for £25,000.
- (c) Fidelity guarantee – the Clerk is covered for £10,000 but members are not (see bank below). There is an option to extend cover to any member or members.
- (d) Members and servants are covered for actions for libel and slander to a total of £250,000.
- (e) Legal expenses – the Council is covered under a compulsory section of the policy. It would appear that this is only where the Council is the defendant or has no choice but to have recourse to the law.
- (f) Officials (members and servants) are indemnified for actions carried out in the execution of their duties.

**3. Bank and financial matters**

- (a) Security is provided by a division of responsibility between the Clerk, who is responsible for the safe custody of the cheque book and other financial records, and the members (some of whom are authorised signatories). Expenditure can only be authorised at full meetings of the Council and cheques require the signature of two authorised signatories. The Clerk is not an authorised signatory.
- (b) The Clerk provides members with a financial statement every six months.

There being no other business the Acting Chairman closed the meeting at 7.25 pm