

**Minutes of a meeting of the  
GENERAL PURPOSES COMMITTEE held on  
Monday, 15<sup>th</sup> June 2015 at 8.20pm  
in the Committee Room, Freight House, Bradley Way, Rochford.**

**Committee Present:** Chairman Cllr R Patient, Vice Chairman Cllr Mrs P Young, Cllr R Gardner, Cllr V Leach, Cllr Mrs L Shaw, Cllr D Weir and Cllr Mrs M Weir

**Also Present:** District Cllr Mrs H Glynn.

**12. Apologies for non-attendance at meeting:**

None were received.

**13. Declarations of any:**

- a) **Disclosable Pecuniary Interest;**
- b) **Other Pecuniary Interest; or**
- c) **Non-Pecuniary Interest**

**on any matter on the agenda for 15<sup>th</sup> June 2015:**

None were declared.

**14. Public Forum:**

Cllr Patient welcomed Cllr Mrs Heather Glynn.

**15. To approve the Minutes of the meeting held on 18<sup>th</sup> May 2015 and to approve the destruction of the notes in respect of that meeting:**

The Minutes of the Meeting held on 18<sup>th</sup> May 2015 were approved and Members agreed to the destruction of the meeting notes.

**16. Action Update List – June 2015:**

16.1 The Clerk reported that she would now have to find out the correct technical process for obtaining stats. Cllr Gardner recommended contacting utility providers for assistance which was discussed and that co-ordination would be essential bearing in mind the 3 month shelf-life. Cllr Mrs Glynn volunteered, in her capacity as District Ward Councilor, to try to find out the procedure which may take a week or so and she would provide the information to the Clerk. Cllr Patient thanked her for her help.

16.2 The Clerk gave a verbal update on LHP Schemes.

16.3 The Clerk reported that it appeared no one was looking after the 2 bus stops identified and Cllr Mrs Weir informed she had been sweeping them out. Cllr Leach referred to the cost per annum to clean the bus shelters and recommended adding them to Council's cleaning schedule and after discussion bearing in mind other possible installations in the parish this was not taken forward but agreed to be monitored. District Cllr Mrs Glynn, as Ward Councillor, volunteered to seek provision of a new bin in the bus shelter opposite Magnolia Park entrance which was gratefully noted.

Members **noted** the Action List Update.

**17. Financial Report – May 2015:**

There were no questions and Members **accepted** the Financial Report.

**18. Health & Safety Sub-Committee: Approve Minutes of meeting held on 8<sup>th</sup> June 2015 & receive revised Action Plans for Office and Managed Open Spaces:**

The Minutes were accepted as a correct record and the health and safety actions tables put together by Cllr Mrs Shaw were noted.

**19. Health & Safety Managed Open Spaces Audit – Spring Update:**

Some points were raised and discussed and then it was **agreed** that the sub-committee would go through the audit in detail. Cllr Mrs Shaw volunteered to collate high risk items in the actions tables for referral to the sub-committee which was **agreed**.

The Clerk reported on the work and research she had put in place in response to the office audit to date and this was noted. Purchasing a combined carbon monoxide monitor and smoke alarm was discussed and how a discount could be obtained.

District Cllr Mrs Glynn made some recommendations and complimented Council on the way the open spaces were managed and in particular what a joy it was to show people Magnolia Park.

**20. Xmas Parcels – Request from Cllr Mrs Shaw to purchase items, write to shops and consider total number of parcels:**

Cllr Mrs Shaw proposed 180 parcels for 2015 (as opposed to 200 which was a struggle to achieve in 2014); the current number amounted to 177 which would continue to be a moving number and the figure of 180 was **agreed**.

Permission to commence writing to organisations and license to purchase products in order to obtain the best deals was **granted**.

**21. Notes of the Summer Fayre Working Group meeting held on 8<sup>th</sup> June 2015:**

The notes were accepted and Cllr Leach advised the date of the next meeting would be after the recess.

Cllr Patient read aloud from Standing Orders 6d and 29 Resolution "that in view of the confidential and special nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw".

District Cllr Mrs Glynn reminded Councillors of the forthcoming changes to the District with 13 Wards instead of 19 and with 2 Wards in Hawkwell; 1 for the East and 1 for the West but the Parish boundaries would remain the same. District Cllr Mrs Glynn thanked Councillors for their warm welcome and she left the chamber at 9pm.

**22. Health & Safety Incident Reports (2) – reported by Groundsman:**

22.1 The Clerk spoke of the incidents and had provided the reports for information and discussion and she would follow them up. Cllr Mrs Young spotted spelling errors on the forms and asked that this be fed back for correction.

Cllr Gardner questioned whether risk assessments on the work area had been carried out with the area taped off/signage displayed to avoid risk of children approaching and he explained that a child could not differentiate between a play area and a work area. This and procedures and work

practices were discussed in detail and the Clerk clarified the current situation and she would liaise with the Groundsman for any further needs.

22.2 The Clerk went through the details, some of which were discussed. This was followed by discussion on reasonable steps taken to reduce risk. It was felt that some remedies were already in place and some works could be carried out during less busy times. Signage was also discussed.

**23. Summary of Decisions:**

- District Cllr Mrs Glynn volunteered to try to find out the procedure for obtaining stats and advise the Clerk.
- Agreed to monitor cleanliness of un-owned bus shelters.
- District Cllr Mrs Glynn volunteered to seek provision of a new bin (bus shelter opposite Magnolia Park).
- Agreed to refer Spring Audit to Health & Safety sub-committee and high risk issues would be collated by Cllr Mrs Shaw.
- Agreed 180 Xmas parcels, licence to purchase and permission to contact organisations for assistance.

The meeting was closed at 9.16pm.

Chairman

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