

# Freckleton Parish Council

## Minutes of the Meeting held on Monday 17<sup>th</sup> October 2005 Risk Assessment Review.

### Present:

Councillor (Chair) T Fiddler.  
Councillors Mrs M Whitehead and T. Threlfall,

**Apologies:** Councillor L Rigby.

### 1. Declaration of Interest

There were no declarations of interest

### 2. Review of the Risk Assessment.

The assessment of risk was reviewed under the following categories:-

#### a) Assets

It was agreed that the buildings and machinery were adequately insured;  
Alarms were fitted and maintained to buildings, where necessary.  
A recent repair programme had been undertaken to bring the buildings up to the required standard.

#### b) Finance

It was agreed that all financial regulations and procedures were in place and were adequate. (New Financial regulations were approved by Council in September 2004).

#### c) Liability

It was agreed that adequate insurance was in place for both public and employers liability.

It was agreed that the Open Spaces Supervisor and the Contractors should be given written instructions on health and safety issues, whilst at work. The Clerk agreed to contact Fylde Borough Council to see what instructions and training they have in operation.

The procedure for erecting the Christmas tree and switching on the lights should be reviewed and the Open Spaces Supervisor should be given appropriate instructions. Councillor Threlfall agreed to progress.

The clerk reported that documents over 5 years old were now stored in the records office at County Hall.

#### d) Councillor Propriety

It was agreed that a new item should be added to the Agenda of the full Council meetings to allow Councillors to record any gifts or hospitality they have received.

The Clerk agreed to update the Risk assessment document and this would be presented to Council for approval in December 2005.

**There being no further business the Chairman closed the meeting.**

**Signed.....Trevor Fiddler (Chairman).....**

**Date.....7<sup>th</sup> November 2005.....**