

KIRKBURTON PARISH COUNCIL

RISK ASSESSMENT COMMITTEE

MINUTES OF THE MEETING ON THURSDAY, 6th OCTOBER 2011 AT 9.15 pm AT BURTON VILLAGE HALL

Present: Cllr S Dunford in the Chair
Cllrs R Burton, J Paxton and C Whittingham
Officers in Attendance: Mrs R Perry and Mrs A Royle

No apologies were received as all members were present.

**R1 Apologies and
Declarations of
Interest**

No declarations of interest were made.

There was one member of the public present.

**R2 Public
Participation**

Resolved: That all items would be held in the public session.

**R3 Admission of
the Public**

Members discussed the inspection reports as detailed below and noted the suggested actions raised by the Risk Assessor.

**R4 Risk
Assessment
Report**

Recommended: To adopt the Abco report and recommendations.

Recommended: To notify Kirkburton & Highburton Community Association of the Assessor's recommendation that a handrail is installed on the staircase into the cellar.

**R5 a) Burton
Village Hall**

Recommended: That the Ward Members will continue regular monitoring of the allotments including the fencing and supply written reports of each inspection to the Clerk.

**R6 b) Grange
Moor
Allotments**

Recommended: To consider holding a "Garden of the Year" award.

Members noted the works required at Shelley Village Hall.

**R7 c) Shelley
Village Hall**

Recommended: To send a copy of the section of the report concerning Shelley Village Hall to Shelley Community Association with the request that the Association deals with the items for which it is responsible, and to refer the list of works required to the Management & Finance Committee for consideration.

The Clerk reported on issues concerning the Asbestos Register and the Assessor's concerns that it was unclear which survey had been carried out and if an appropriate register was in place.

Recommended: To write to Shelley Community Association requesting a copy of the report.

Members noted the correspondence from Mr Hoyle to the Clerk regarding the 2010 report and the 2011 inspection. The Clerk informed members that there were significant inaccuracies in the email dated ... addressed to her.

Recommended: That a response is sent setting the record straight.

The Clerk reported that she would be organising the electrical inspection under delegated authority.

Recommended: To install a combination lock on the gate to prevent unauthorised access to the site.

**R8 d) Shepley
Allotments**

Recommended: That individual gravestones will be tested for movement in Spring 2012 after the winter and before the grass cutting season.

**R9 e) Kirkheaton
Churchyard**

The meeting then closed.