

DORDON PARISH COUNCIL

Minutes of a Special Zoom Meeting of Dordon Parish Council
held on Tuesday, 6th April 2021 at 6.30pm

Present: P Morson, J Winter, B Garratt, D Watts, S Ridley, B Melia, D Ridley,
N Chapman and C Morson

Also Present: R Young – Clerk to the Council

Ref.	Details	Action
245)	<p><u>Declaration of Interest</u></p> <p>➤ No Declaration was made.</p>	
246)	<p><u>Hall Review</u></p> <p>a) <u>How and why did the Hall stay open?</u></p> <p>➤ D Ridley said the Parish Council voted reluctantly to close the Hall as there was a need to make the Hall compliant.</p> <p>➤ P Morson commented the decision was unrealistic.</p> <p>➤ D Ridley said the hall was not compliant with the law.</p> <p>➤ P Morson said he had checked with Health and Safety who confirmed fourteen days are allowed to rectify outstanding matters.</p> <p>➤ B Garratt commented the Parish Council made a decision and the Proper Officer should have acted and letter sent.</p> <p>➤ B Garratt said she had spoken to two Health and Safety professionals and the Hall should have closed.</p> <p>➤ D Watts said until work needed is completed, the Hall should have stayed closed. D Watts had sought advice from HSE who stated without the necessary paperwork we would be in breach of Health and Safety.</p> <p>➤ P Morson commented did not want to close the Hall due to impact on people in need.</p>	

b) Who made the decision to keep the Hall open?

- P Morson said that as Chairman of the Parish Council, took an executive decision to keep the Hall open.
- S Ridley, the Chairman, cannot overrule the Parish Council.
- P Morson was asked to what power he had to make that decision.
- P Morson said it was the right decision in the circumstances, although not complying with the Parish Council decision.

c) To review the work that has been carried out to establish if the Hall can be re-opened

- The Clerk circulated to Councillors a Hall Risk Assessment prepared by C Morson following guidelines from E Ross.
- D Ridley commented that D Sullivan had said a new control panel was needed for the Fire Alarm System plus a Fire Breaker by the outside door in the kitchen.
- D Watts said it was illegal to leave the Hall open.
- S Ridley said the Hall remained open but details were not communicated to Councillors.
- The Clerk had circulated the Risk Assessment produced, as requested, the day after Parish Council Meeting.
- B Melia commented the Clerk could not be blamed as Risk Assessment circulated the day after the Parish Council Meeting.
- B Melia asked if E Ross qualified to produce a Risk Assessment for the Building.
- S Ridley and B Garratt referred to an email sent by J Chambers.
- J Winter suggested all Risk Assessments are renewed in the same month.
- The Clerk confirmed the new Control Panel for the Fire Alarm System need only be serviced every six months, whereas the old panel was every three months.
- P Morson said he was in contact with the Borough Council to have all Risk Assessments done at the same time.

	<p>➤ It was proposed, seconded and agreed to have all Risk Assessments renewed when the Borough Council arrange their renewals.</p> <p>Resolved: To organise the removal of all Risk Assessments at the same time as the Borough Council arrange their Risk Assessment renewals.</p> <p>➤ P Morson said B Melia should Declare an Interest as relation works in the Shop.</p> <p>➤ D Watts mentioned the following:-</p> <ul style="list-style-type: none"> • Need to have staff training. • Reviewed Clerk's Job Description. • Contract of Employment needs to be agreed by both parties. <p>➤ The Clerk reviewed the Risk Assessments available:-</p> <ul style="list-style-type: none"> • Five Year Fixed Wiring Report. • Hall Risk Assessment. • Fire Risk Assessment. • Legionella Risk Assessment. • Asbestos Register. <p>➤ It was proposed, seconded and agreed to re-open Dordon Village Hall.</p> <p>Resolved: To re-open Dordon Village Hall.</p> <p>D Watts and B Garratt abstained from the vote.</p>	
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The meeting closed at 7.27pm

P Morson
Chairman