

## **DORDON PARISH COUNCIL**

Minutes of a Special Zoom Meeting of Dordon Parish Council  
held on Tuesday, 6<sup>th</sup> 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

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Ref.	Details	Action
245)	<p><b><u>Declaration of Interest</u></b></p> <p>➤ No Declaration was made.</p>	
246)	<p><b><u>Hall Review</u></b></p> <p>a) <b><u>How and why did the Hall stay open?</u></b></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><b>Resolved: To organise the removal of all Risk Assessments at the same time as the Borough Council arrange their Risk Assessment renewals.</b></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"> <li>• Need to have staff training.</li> <li>• Reviewed Clerk's Job Description.</li> <li>• Contract of Employment needs to be agreed by both parties.</li> </ul> <p>➤ The Clerk reviewed the Risk Assessments available:-</p> <ul style="list-style-type: none"> <li>• Five Year Fixed Wiring Report.</li> <li>• Hall Risk Assessment.</li> <li>• Fire Risk Assessment.</li> <li>• Legionella Risk Assessment.</li> <li>• Asbestos Register.</li> </ul> <p>➤ It was proposed, seconded and agreed to re-open Dordon Village Hall.</p> <p><b>Resolved: To re-open Dordon Village Hall.</b></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**