

AXMINSTER TOWN COUNCIL

MINUTES OF THE MEETING OF THE RISK ASSESSMENT AND EMERGENCY PLANNING

COMMITTEE

HELD AT THE GUILDHALL AT 7.30 P.M. ON MONDAY, 7th JANUARY 2019

1. **PRESENT** : Cllr. J.W. Walden (Chairman), Cllr. M. Mynard and Cllr. A.L. Young and the Town Clerk (Miss H. Kirkcaldie). No members of the press or public.
2. **APOLOGIES**: Cllr. Ms. S.E. Clarke, Cllr. Mrs. S.L.N.Leat and Cllr. Watson,
3. **MINUTES OF PREVIOUS MEETINGS**: the minutes of the previous meeting, having been approved and adopted by the Town Council were signed.
4. **MATTERS ARISING FROM PREVIOUS MEETINGS**: None.
5. **PUBLIC FORUM**: None.
6. **GENERAL REVIEW OF COUNCIL POLICIES AND ADOPTION THEREOF:**
 - a. Health and Safety – proposed Cllr. Walden, seconded Cllr. Mynard, and agreed that this required no change but it was recommended that each specific area needed to have a much stronger audit trail for training in specifics like working at height, lifting and handling, etc.
 - b. Standing Orders – new model orders had been issued by National Association of Local Councils. The Clerk and Deputy Mayor had prepared a new set of Standing Orders for the Council based the non-finance related section of these orders and it was resolved that this be circulated for approval at the next Town Council meeting. The Section relating to finance will be discussed at the next meeting of the Committee.
 - c. Financial Regulations - not considered at this time
 - d. Discipline and Grievance – not considered at this time.
 - e. Complaints – a draft complaints policy was agreed.
 - f. General Data Protection Regulations – not considered at this time.
7. **GENERAL REVIEW OF INSURANCE COVER:** The Town Clerk will seek competitive quotes for the Town Council’s insurance cover which is due for renewal in September.
8. **REVIEW OF INDIVIDUAL POLICY AREAS:**
 - a. Cemetery – the Committee discussed additional measures needed to protect the chapel windows and agreed that this should be decided by the Cemetery Committee.

Signed Date