

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **Insurance and Risk Management Sub Committee** held on **10 March 2010** at The United Reformed Church, High Street, Lindfield.

Present: Mr. A. Gomme (Chairman)
Mr. M. Allen
Rev. M. Davies
Mr. S. Henton
Mr. S. Willcox

In attendance: Mrs. C. Irwin
Mrs. S. Kolien

The meeting commenced at 3.00 p.m.

29. ELECTION OF CHAIRMAN

29.1 It was **PROPOSED** and **AGREED** that Cllr. Gomme should be the Chairman of the Insurance and Risk Management Sub Committee for the current Council year.

30. APOLOGIES FOR ABSENCE

30.1 No apologies were received – all members were present.

31. DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ANY ITEMS ON THE AGENDA

31.1 No declarations of interest were received.

32. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC

32.1 No members of the public were present.

33. MINUTES OF THE MEETING HELD ON 21 MAY 2009

33.1 The Chairman called for approval of the Minutes of the meeting held on 21 May 2009. These were **AGREED** and the Minutes were signed as being a true record of the meeting.

34. REVIEW OF CURRENT RISK MANAGEMENT ARRANGEMENTS

34.1 Risk Management procedure and documentation

NOTED:

- the Council should conduct an annual review of the overall performance of the risk management procedures
- risk management was being carried out but not with consistent thoroughness
- there was a system in place for regular checks on the Denmans Lane public toilets and Allotments
- there was a checklist to ensure that certain tasks, particularly statutory obligations, were carried out or put on the appropriate agenda at the right time.
- although the new software, Local Council Risk System (LCRS) had some very useful functions, it had some limitations which meant that at the present time the Clerk was using this system in tandem with the previous one. Councillor Gomme agreed to look at the programme with the Clerk and it was suggested that the Clerk should write to the provider to ask whether any modifications were possible.
- checks on the Parish Office (including Masters) were due. Councillor Gomme and Henton agreed to carry out a health and safety inspection
- a prescribed procedure was suggested for implementation from 1 April:

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- each Committee to be given documentation relating to its activities at the first meeting of the Council year
- 2 members of the Committee to conduct a thorough review of the risks and their weighting and report back to the Committee at the next meeting
- each Committee to endorse the review and sign it off
- Clerk to collate and present a summary report to the Finance and General Purposes Committee by December, to include risks not being managed satisfactorily and any changes, additional risks or mitigating measures found to be required.

34.2 Training and protective clothing. There was some discussion about safety at the Allotments site for those who used machinery to maintain the common areas and some recommendations were made.

35. REVIEW OF EXISTING INSURANCE COVER

35.1 Insurance holding checklist. Councillor Gomme had checked this list (from the LCRS programme) against the Insurance Policy and reported that there appeared to be no identified risks that were not covered by the policy, although some of the types of insurance quoted were questioned.

35.2 Review of existing insurance cover. Points raised during discussion included:

- The next renewal date for the insurance policy was 27 May.
- The position on insurance cover for volunteers needed clarification and statements made by Zurich previously should be challenged and they should be asked for a list of tasks which would not be covered
- Indemnity for Councillors in the event of ill judged decisions which lead to legal action needed clarification, although it was noted that illegal actions could not be insured against and that Councils made corporate decisions; Councillors did not act as individuals.
- Professional indemnity insurance was questioned in connection with maintenance of the office computer system, currently undertaken on an unpaid basis by Mr. Irwin.
- The Parish Office should be revalued for insurance purposes and advice sought from the surveyor regarding the adjoining premises on both sides
- The fidelity guarantee cover should be increased to £250,000.00 on account of the increased precept

35.3 To consider whether to obtain quotations from other insurance providers. It was **AGREED** to **RECOMMEND** to F&GP that the Council should retain Zurich as its insurers for the coming year as the saving was unlikely to mitigate the cost of obtaining quotations from other insurers.

36. EMERGENCY PLAN

36.1 Members considered a draft Emergency Plan drawn up by Cllrs. Willcox and Allen, following discussions with the [then] Emergency Planning Officer at Mid Sussex District Council, who had recommended that they look at the Hurstpierpoint and Sayers Common, Albourne and Newtimber plan which had been endorsed by MSDC. The plan had been partly customised for Lindfield, but Cllrs. Willcox and Allen had resisted altering it as they wanted wider input from Members of the F&GP Committee first.

It was recognised that the model was designed for a group of parishes and on the basis that these parishes lay some distance from the main centres and the emergency services. For this purpose, Lindfield was effectively part of Haywards Heath and it was **AGREED** that an Emergency Plan of this complexity was unnecessary.

It was therefore **AGREED** that Councillor Allen should revise the draft plan for presentation to the next meeting of the Sub Committee, with regard to:

- Simplifying the plan and taking out some of the sections of text
- The plan did not need to be much more than a directory indicating sources of support
- Recognising that primary emergency services would take the lead in a major event
- The Parish Council's role should be one of secondary support
- The plan should provide contact details for places of shelter in the case of evacuation

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- The contacts hierarchy in the model was not applicable to Lindfield's situation
- A group of committed, dependable and competent people would be the key to the success of the plan
- The key contacts should be given as titles rather than names of the people concerned
- There should be some liaison with Lindfield Rural Parish Council as a large number of their residents would probably be served from Lindfield in the case of an emergency

37. ANY OTHER BUSINESS (any business raised under this item will be for for noting or deferral to a future meeting only)

37.1 No items of other business were raised.

38. DATE OF NEXT MEETING

38.1 28 April 2010 at 3 p.m. was provisionally agreed, subject to confirmation.

As no members of the public were present, there was no second question/comment forum.

The Chairman declared the meeting closed at 4.50 p.m.

SUMMARY OF ACTIONS AGREED:

- look at the LCRS programme **(Cllr. Gomme and Clerk)**
- contact LCRS to find out whether the software could be modified to overcome the difficulties **(Clerk)**
- Carry out health and safety inspection of Parish Office and accommodation at Masters and report to F&GP **(Cllrs. Gomme and Henton)**
- Implement procedure from 1 April 2010 **(Clerk with nominated Members of Committees)**
- Put up notice in Allotment shed containing mowers stating advising use of appropriate footwear **(Clerk with Allotments group)**.
- Advise Allotments group that the combination should be changed periodically on the mower shed **(Clerk - > Allotments Group)**
- Arrange for purchase of protective footwear for those who use the scythe and advise them to use goggles **(Clerk with Allotments group)**
- Remind allotment tenants, at the meeting on 16 March, of their responsibilities **(Allotments group)**
- Check the annual renewal letter/tenancy agreement includes reminder about footwear, not to leave tools etc on the paths because of the risk to mower users **(Clerk)**
- write to Zurich to challenge statement previously made regarding volunteers undertaking work on the highway verges etc and to ask for a list of tasks that would not be covered. **(Clerk)**
- ask Mr. Irwin to obtain a quotation for professional indemnity insurance and suggest to him that the Council should pay him that amount as an annual fee for ongoing maintenance of the computers **(Clerk)**.
- Arrange for Parish Office to be valued for insurance purposes within three months **(Clerk)**
- Contact Zurich immediately to arrange for the increase of the fidelity guarantee cover to £250,000.00 **(Clerk)**
- Recommend to F&GP that the Zurich should be retained as the Council's insurers for the coming year **(Chair of Sub Committee)**
- Redraft the Emergency Plan according to points noted at Minute 36.1 **(Councillor Allen)**