

Lindfield Parish Council

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Parish Clerk: Mrs C Irwin

2 March 2010

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To: Members of the Insurance and Risk Management Sub-Committee

You are hereby summoned to attend a meeting of the **Insurance and Risk Management Sub-Committee** will be held on **Wednesday, 10 March 2010** at the **United Reformed Church, High Street, Lindfield**, commencing at **3.00 p.m.**, to transact the following business:

AGENDA

1. To elect a Chairman
2. To accept apologies for absence.
3. To receive Declarations of Interest from Members in respect of any Item on the Agenda.
4. Questions/comments from members of the public. (This Item will be limited to a maximum of 15 minutes).
5. To confirm and sign the Minutes of the meeting of the Insurance Sub-Committee held on 21 May 2009 (*previously circulated*).
6. To review current Risk Assessment arrangements:
 - i) update on new software package
 - ii) system for undertaking regular reviews and for recording and reporting findings
 - iii) to consider any training and/or protective clothing which may be required for specific tasks
 - iv) to identify outstanding items and agree a plan of action
7. Insurance:
 - i) To review existing insurance cover
 - Attached:
 - Schedules of items covered
 - Insurance Holding Checklist from risk management software package, reviewed by Cllr. Gomme (*attached*)
 - ii) To consider whether to approach other insurance providers for quotations
8. Emergency Plan – to consider draft plan (Cllrs. Willcox and Allen) (*draft attached*)
9. Any Other Business, arising after the preparation of this Agenda, which the Chairman agrees to take as urgent. Such matters will be for noting or deferral to a future meeting only.

On conclusion of this part of the meeting a period of 15 minutes will be set aside to allow members of the public to ask questions/make comments.

Christine Irwin
Clerk to the Council

c.c. All other Parish Councillors
WSSC Cllr. Mrs C. Field
MSDC Cllr. Mr. A. Lea