

**BRACKLA COMMUNITY COUNCIL  
MINUTES OF H&S MEETING HELD AT OAK TREE SURGERY**

**DATE: 7/10/08**

<b>ATTENDED BY:</b>		<b>APOLOGIES FROM:</b>
Cllr. Mr T Hacking Cllr. Mr C Jones Cllr. Mrs J Aston Cllr. Mrs C Lewis Jayne Jowett - Clerk		Cllr. Mr M Voisey
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<b>Minutes prepared by Jayne Jowett</b>		
<b>NOTE OF MEETING</b>		
149.0	<b>Time for public to address Council</b>	
149.1	None present	
150.0	<b>To accept apologies for absence</b>	
150.1	Cllr. Voisey, prior appointment with solicitor	
151.0	<b>To disclose personal &amp; pecuniary interests in agenda items</b>	
151.1	None disclosed	
152.0	<b>Council to undertake annual audit of H&amp;S responsibilities</b>	
152.1	<p>Clerk detailed the audit report from Peninsula</p> <p><b>RESOLVED</b> That Council accepts the audit report &amp; recommendations from Peninsula.</p> <p>Clerk referred back to the Peninsula report which had noted that Brackla Community Council undertakes regular health surveillance checks on the Gardener and pointed out that this check was now due again.</p> <p><b>RESOLVED</b> that the Council undertakes this check for the Gardener, using the same provider as for the last check for continuity.</p> <p>Clerk also pointed out that the Peninsula Auditor had confirmed that due to the relatively small amount of use the office equipment received it was not necessary to undertake PAT testing every year. The Council felt that, as it was good practice &amp; to ensure the safety of the Clerk, they would wish to continue undertaking annual testing.</p> <p><b>RESOLVED</b> To continue undertaking annual PAT testing.</p> <p>Councillors then undertook their annual audit, which was found to be in order.</p>	
	Meeting ended at 18.20 hours	