



Carn Brea Parish Council

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**Minutes of the Health & Safety and Finance Committee meeting held
Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB
on Thursday 4th December 2025 at 7:00 pm.**

Minutes

Present: Councillors J. Poxon (Chairman), S. Dale (Vice-Chairman), R. Drew, D. Cooper, and T. Sutton.

Also Present: Andrew Moyle-Browning (Clerk)

25/12/H&S/01 Welcome and Safety Procedures

The Chairman welcomed the meeting and explained the safety procedures.

25/12/H&S/02 To receive apologies for non-attendance.

Cllr. M. Rainbird

25/12/H&S/03 Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda

There were no declarations of interest received.

25/12/H&S/04 Members To consider written request(s) for dispensations.

There were no written requests for dispensations received.

25/12/H&S/05 Public Participation on items on the agenda. (Maximum of 20 minutes – every speaker has a limit of 3 minutes under Council Standing Orders).

There were no members of the public present.

25/12/H&S/06 To receive and approve the minutes of the Health & Safety and Finance Committee meeting held 13th November 2025 and receive a report on matters referred.

Minutes of the Health and Safety and Finance Committee meeting held on 13th November 2025 were circulated ahead of the meeting.

Resolved: that the minutes of the Health & Safety and Finance Committee meeting held on 13th November 2025 are approved.

Proposed: Cllr. R. Drew

Seconded: Cllr. D. Cooper

25/12/H&S/07 To receive and review the Risk Management Policy and make appropriate resolutions.

The Risk Management Policy with proposed amendments was circulated ahead of the meeting.

Resolved: that the Risk Management Policy as amended be approved.

Proposed: Cllr. T. Sutton

Seconded: Cllr. S. Dale

25/12/H&S/08 To receive and review the Council's Risk Assessments and make appropriate resolutions.

The Risk Assessments with proposed amendments were circulated ahead of the meeting. Cllr Drew suggested that a header sheet and amendments tracker sheet should be added to each of the Risk Assessments which would ensure that any amendments and revision dates are effectively recorded.

Resolved: that the Council's Risk Assessments as amended are approved with the following amendment. Risk Assessment 003, Carol Concert is amended to clarify that the Risk Assessment is for when the Carol Concert is held at Treloweth Community Hall and that a Risk Assessment is confirmed with the venue if held elsewhere. Delegation to the Clerk to add a header page and amendment tracker to the Risk Assessments.

Proposed: Cllr. R. Drew

Seconded: Cllr. D. Cooper

Cllr Cooper raised the matter of safety for members of the public, Councillors and employees when conducting a litter pick event. It was agreed that at the next event, the Clerk review the group sizes when allocating litter pick areas to ensure there are at least 2 members of CBPC in each group of 3 or more. Cllr Dale raised the matter of ensuring that at future events that no one under the age of 16 is allowed to participate and 16–18-year-olds must be accompanied by a responsible adult.

25/12/H&S/09 To receive a report on recent Health & Safety Audit checks completed and make appropriate recommendations / resolutions.

Cllr Sutton provided a verbal report on the internal Health & Safety Audit Checks review which was conducted on Friday 28th November 2025 and confirmed that the documentation was all in order in line with legislation and well presented.

Resolved: that Cllr Sutton's report is noted.

Proposed: Cllr. S. Dale

Seconded: Cllr. R. Drew

25/12/H&S/10 To receive and review the updated 3-Year draft Budget Action Plan 2026-2029 and make appropriate recommendations / resolutions.

The 3-year draft Budget Action Plan for 2026-2029 was circulated ahead of the meeting.

Resolved to recommend: that the 3-Year draft Budget Action Plan 2026-2029 be approved at the Annual Finance Meeting being held on 8th January 2026 as part of the Budget Setting Process.

Proposed: Cllr. D. Cooper

Seconded: Cllr. T. Sutton

- 25/12/H&S/11 To consider a recommendation from the Clerk to make an application for the Clerk to obtain a debit card for the Council's Lloyds Business Bank Account.**

The Clerk briefed the meeting on the necessity for a Debit Card to facilitate the withdrawal of cash for petty cash purposes and to avoid bank charges for the cashing of cheques.

The meeting discussed the necessity to have good governance regarding withdrawal limits and the Clerk proposed that a debit card usage and cash withdrawal check could be added to the internal controls procedures and reviewed monthly as part of Councillor Monthly Financial Checks.

Resolved to recommend: that the request to make an application for a debit card for the Council's Lloyds Business Bank Account is approved. A limit of £200 for cash withdrawal be set by the bank on the Debit Card with a withdrawal limit per month set at a maximum of £500.00 for petty cash purposes only. Delegation to the Clerk to complete the mandate and submit the application.

Proposed: Cllr. D. Cooper **Seconded:** Cllr. T. Sutton

- 25/12/H&S/12 To resolve that under the 1960 Public Bodies (Admission to Meetings) Act that the press and public be excluded due to the confidential nature of the business to be discussed**

Resolved: that under the 1960 Public Bodies (Admission to Meetings) Act the press and public be excluded due to the confidential nature of the business to be discussed.

Proposed: Cllr. J. Poxon **Seconded:** Cllr. S. Dale

- 25/12/H&S/13 To receive and approve the Confidential minutes of the Health & Safety and Finance Committee meeting held on 13th November 2025.**

Resolved: that the Confidential minutes of the Health & Safety and Finance Committee meeting held on 13th November 2025 are approved.

Proposed: Cllr. R. Drew **Seconded:** Cllr. D. Cooper

- 25/12/H&S/14 To receive a report on Health & Safety matters.**

There were no matters to report.

Meeting Closed at 19:42pm