



Mr. Andrew Moyle-Browning (Clerk to the Council)
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Draft Minutes of the Health & Safety and Finance Committee meeting held at Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on Thursday 23rd April 2026 at 7:00 pm.

DRAFT MINUTES

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

Also Present: Andrew Moyle-Browning (Clerk)

26/04/H&S/01 Welcome and Safety Procedures

The Chairman welcomed the meeting and explained the safety procedures.

26/04/H&S/02 To receive apologies for non-attendance.

Cllr. Maureen Rainbird

26/04/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.

26/04/H&S/04 Members To consider written request(s) for dispensations.

There were no written requests for dispensations received.

26/04/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.

26/04/H&S/06 To receive and approve the minutes of the Health & Safety and Finance Committee meeting held 4th December 2025 and receive a report on matters referred.

Minutes of the Health and Safety and Finance Committee meeting held on 4th December 2025 were circulated ahead of the meeting.

Resolved: that the minutes of the Health & Safety and Finance Committee meeting held on 4th December 2025 are approved.

Proposed: Cllr. R. Drew

Seconded: Cllr. D. Cooper

26/04/H&S/07 To appoint a committee member to review the Internal Health & Safety Checks and complete a 6-Month Internal Audit with the Clerk in line with the Terms of Reference.

Resolved: that Cllr Sutton conduct a review of the internal Health & Safety checks and complete the 6-month internal Health & Safety Check with the Clerk at a date in May to be confirmed with the Clerk.

Proposed: Cllr. S. Dale **Seconded:** Cllr. R. Drew

26/04/H&S/08 To receive and review the Health & Safety and Finance Committee Terms of Reference and make recommendations for any amendments ahead of the Annual Meeting on 14th May 2026.

The Terms of Reference were circulated ahead of the meeting.
A proposal to re-word the terms of reference under meetings was discussed

Resolved to recommend: that the Health & Safety and Finance Committee Terms of Reference for 2026 are approved at the Annual Meeting on the 14th May 2026 with the following amendments: that under meetings, bullet point 4, that the wording 'no meeting in August' be replaced with 'there will be no scheduled meeting in August, an extraordinary meeting can be called by the Chairman of the Health & Safety and Finance committee, if necessary' and that under Delegations, Finance that the following additions are made 'to review and approve the Employee Expenses Policy' and to 'review and approve the Councillor Expenses Policy'

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

26/04/H&S/09 To receive and review the Health & Safety Employee Handbook with proposed amendments and make appropriate resolutions.

The Clerk briefed the meeting on the proposed amendments and the advice from the Council's Health & Safety Consultant who had reviewed the handbook.

Questions were raised about how the handbook information was disseminated to the team and how the guidance and procedures in the handbook were implemented.

The Committee discussed additional changes regarding employee breaches of Health & Safety procedures and the refueling of vehicles.

A query was raised about any relevant safety training for Councillors, such as dealing with emergency situations. The meeting agreed that the Clerk research available safety training to support the Councillors in their roles.

Resolved: that the Health & Safety Employee Handbook as amended be approved with with the additional changes: that on Page 5, the first sentence be reworded to read: An employee may be summarily dismissed if they are found to have acted in any of the following ways:' on page 57 under Refueling of Vehicles, that on bullet point 1, remove the wording 'whilst on the filling station forecourt' and on the 2nd paragraph it be reworded 'care should be taken when walking on a filling station forecourt due the possibility of spilt diesel and petrol being present'

Proposed: Cllr. R. Drew **Seconded:** Cllr. T. Sutton

26/04/H&S/10 To receive a report on Community Infrastructure Levy (CIL) monies received.

The Clerk provided a verbal report on recent CIL monies received and tabled a document for the committee's review relating to the associated planning developments.

The Meeting agreed to note the Clerks report

26/04/H&S/11 To receive correspondence from the Council's banking providers.

Correspondence was circulated ahead of the meeting.

The Meeting agreed to note the correspondence received.

26/04/H&S/12 To receive correspondence from Business Waste regarding a temporary fuel surcharge.

Correspondence was circulated ahead of the meeting.

The Meeting agreed to note the correspondence received.

26/04/H&S/13 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

26/04/H&S/14 To receive a report on Health & Safety matters.

The Clerk provided a verbal report on Health & Safety Matters.

Meeting Closed at 7:45pm