

**UNADOPTED  
POLEGATE TOWN COUNCIL**

**Minutes of the Risk Management Sub Committee meeting held on Monday  
5<sup>th</sup> December 2014 held at Council Chambers 49 High Street Polegate at  
10.00am**

**Present:** Cllrs M Cunningham, H Parker, M Clewett, Mrs M Piper

**Not Present:** None

No Members of the public present

<b>Minute No.</b>	<b>Subject/Resolution</b>	<b>Action</b>
<b>11189</b>	<b>Apologies for absence</b> None	
<b>11190</b>	<b>Declarations of interest in any items on the agenda</b> None	
<b>11191</b>	<p><b>Review of the risk assessments and risk management policy and preparation for a report to full council for review</b></p> <p>Councillor commented that they were happy with the report as presented. They considered the report to be comprehensive and cover all activities. A councillor asked if there was an asbestos and electrical reports, the clerk stated that there were. The councillor asked if the clerk could form a booklet or folder to have all risks in one place. The clerk stated that most were, but that the additional reports could be amalgamated into one file for easy access if that was what was required. (policies, schedules, dates, audit and additional information.</p> <p>A councillor asked if these could be shown on the schedule. The clerk stated that these could be added.</p> <p>On the fire risk the clerk was asked if a plan of the buildings could be drawn up showing where someone was in the event of a fire risk. The clerk stated that this could be done. A councillor volunteered to assist prepare this with the clerk.</p> <p>The committee asked to add exits, the address, muster station etc to room doors.</p> <p>The clerk commented that an EC certificate may be needed if the floor space increased and the areas were tenanted in the future.</p> <p>The clerk stated that an up to date TM44 air conditioning report was being prepared by an external company for the air conditioning units.</p> <p>A councillor commented on the policies financial reviews and Health and safety reports.</p> <p>The clerk stated that the risk management had been reviewed by internal audit this year. She stated that risk was clear in governance and that the committee would need to identify any actions that need to be taken.</p> <p>Once the additional documentation had been prepared a further meeting would be called. This would prepare for a review from full council and a final presentation document to be prepared.</p>	

The meeting closed at 10.20 am