



CUXTON PARISH COUNCIL

Minutes of the Recreation Ground Committee held in the Pavilion, Recreation Ground, Bush Road, Cuxton on Thursday, 21 November 2013 at 8.30pm

Present: Cllr. J. Sayer (Chair), Cllr. R. Hutchfield, Cllr. E. Maisey, Cllr. G. Chitty, Cllr. P. Monck, Cllr. Y. Hughes, Cllr. K. Hutchfield

36) Apologies for Absence:

- a) None

37) Declarations of Disclosable Pecuniary interest:

- a) None. Cllr K Hutchfield declared a personal interest as an officer of CSRA

38) Members Information Exchange:

- a) None

39) Playground Inspections:

- a) Members acknowledged the comprehensive nature of the raw data provided, however, some had experienced difficulty opening the file. The Clerk would be asked to summarise future reports and show:
 - i) The number of inspections undertaken during the month.
 - ii) Any safety issues that had arisen.
 - iii) Any remedial action taken or recommended to address those issues.

40) Use of Recreation Ground for Community and Fund Raising Events:

- a) The proposed additions of Health and Safety conditions to the policy on the use of the recreation ground by the Parish Council and other organisations for the staging of community and/or fundraising events were discussed. In addition, the clerk's supporting evidence and communications from Medway Environmental Health were considered. The proposal for the management of food safety measures made by Medway Council was accepted unanimously.

The Members agreed that there needed to be a differentiation between low and high risk foods and therefore the proposed addition to the policy

**Allocated
and
Due Date**

**Clerk
On Going**

was not accepted. A revised addition that clearly differentiates between low and high risk foods was agreed.

Where an organisation intends to serve low risk food those preparing and/or serving the food must have worked through and signed the FSA food safety training pack. Evidence of completion of the training pack must be available for inspection at the event.

Where an organization intends to prepare and supply high risk food at least one named person, who holds a food handling qualification, must be present at all times. A copy of that person's certificate of qualification must be provided to the Parish Councils Health and Safety Advisor.

- b) Members considered the clerk's update with Zurich Municipal Insurance. They decided that it made clear that a person or organisation asked to organise an event by the Parish Council would be considered a volunteer
- c) Members agreed the following Public Liability Insurance conditions to the policy on the use of the recreation ground by the Parish Council and other organisations for the staging of community and/or fundraising events:

The person or organisation organising the event must have adequate personal accident and public liability insurance cover to a minimum sum of £5 million and provide a copy of the Certificate of Insurance, valid for the date of the event, to the Parish Council. The Parish Council will ensure that its insurance policy provides sufficient cover for its own volunteers.

41) Adjourn meeting for public session:

- a) No Public Present

42) Resume Meeting:

**Clerk
ASAP**

**Clerk
ASAP**

Meeting Closed at 22.00 pm

Chairman.....