

Minutes of the Meeting of St Davids City Council General Purposes Committee on Monday 20 October 2025 in the Drop-In Centre at 1.00pm.

Present: Cllr DJ Griffiths, Cllr S Minas, Cllr BS Sehmi, & Cllr RJ Thornton, with S Mann (Clerk).

- 1 **Election of Chair:** Cllr RJ Thornton
- 2 **Apologies for Absence:** None.
- 3 **Declarations of Interest:** None.
- 4 **Confirmation of Minutes:**
 - a. General Purposes Committee Meeting on Monday 22nd July 2024.

RESOLVED: Approved.

- 5 **Public Representations:** None.
- 6 **Risk Assessments Annual Review**

The Clerk presented the updated Fire Risk Assessments & General Risk Assessments.

- b. **Fire Risk Assessments:** The Committee reviewed the fire risk assessments updated by the Clerk August 2025, which had been originally created by a local retired health and safety officer who had undertaken the assessments for the Council. The Clerk confirmed that the inherited fire risk assessment format uses a qualitative narrative approach to evaluate risk levels, whereas the officer's general risk assessments utilise the Health and Safety Executive template format with risk calculation tables.

RESOLVED: To standardise the fire risk assessments to align with the HSE template format with risk calculation tables, consistent with the general risk assessments.

- c. **Other matters discussed:**
 - i. Workplace Risk Assessment recommendations from Pembrokeshire County Council regarding desk space, screen positioning, and office lighting
 - ii. VDU workstation assessment to be completed within 1 month
 - iii. Kitchen electrical capacity concerns - too many appliances for current trip switch
 - iv. Mitigation measures including informing hall users and appropriate signage

RESOLVED: To request the latest risk assessment forms from ahead of the November Whitesands Annual Review:

- v. Whitesands Café (tenant)
- vi. Whitesands car park operatives

- 7 **Health & Safety Policy Review**

RESOLVED: To obtain NALC Model H&S Policy for review at next meeting.

- 8 **Christmas Lighting Emergency Response Protocol**

The Committee discussed emergency procedures for the Christmas lighting display.

Key elements agreed:

- a. Verification and update of all contact details, including Mayor's contact details
- b. Creation of an Emergency Tool Box / Grab Bag containing:
 - i. Hazard tape
 - ii. Torch (rechargeable)
 - iii. Hi-visibility vest
 - iv. Gloves
 - v. Laminated sheet with emergency contact details and protocol
- c. Bollards for cordoning areas are stored in the vacant caretaker house
- d. Access arrangements during holiday periods

RESOLVED: To present the finalised Christmas Lighting Emergency Response Protocol to Full Council meeting on 3 November 2025 for approval.

Any Other Business

Next meeting: TBC December 2025.

There being no further business the meeting closed at 2.00pm.

Signed

Date

Chair

DRAFT