# FC 118.17 Clerk’s Report to Full Council 11 December 2017

## Christmas Arrangements

The Parish Office will be closed from 1pm on Friday 20 December 2017 and will reopen on Tuesday 2 January 2018 at 9:30am. During the shut-down period we will have a skeleton staff keeping the facilities clean and accessible and emptying dog waste bins to ensure they do not overflow. I would like to record my appreciation for those staff members who have agreed to work on bank holidays.

The Beeches pub has organised a **charity football tournament** on Wednesday 27 December which we can presume will take place on our pitches. No formal permission has been sought for this match but it appears to be an annual event so I suggest that the Council grants permission providing the changing rooms and pitches are left clean and tidy.

A list of emergency contact numbers is attached to this report in case of a problem during the shut-down period. A key to the office will be left with Anne Cousins at 17 Lyth Hill Road.

## Fire Risk Assessments

The Council requested confirmation of the qualifications of the organisations providing quotations for Fire Risk Assessments–

**Unicorn Fire & Safety** are third party accredited as Fire Risk Assessors by the Institution of Fire Engineers – John Griffiths (proposed auditor) served 30 years with Shropshire Fire & Rescue Service and was a senior manager in their Inspection Team. He is a graduate of the Institute of Fire Engineers and a qualified Fire Risk Assessor. He is also NEBOSH qualified.

**Fire Safe International** Is a member of theBritish Safety Industry Federation – Assessor Jim Labouchardiere is a former fire fighter and graduate member of the Institution of Fire Engineers. He attended the Fire Industry Association Fire Risk Assessor ‘Update’ CPD Day in 2011 and holds a number of other qualifications awarded by the Fire Service College at Moreton-in-Marsh (certificates have been provided).

**Florian Fire and Safety –** Ken Day (Former fire fighter) - Awaiting confirmation of qualifications;

**Property Services Group** (Shropshire Council) – Awaiting quotation based on floor plans provided. Quotations will be provided by two suitably qualified independent fire risk assessment companies who will quote under their framework agreements, (names withheld due to commercial sensitivity).

It is recommended that the Council award the contract to one of the above organisations or delegate the decision to the Clerk

## Scribe Training

The Council requested that additional training be arranged for the Clerk on the Scribe accounting package. This has been arranged for Thursday 14 December at a cost of £300 & VAT plus mileage of £69.30. A report on the outcome will be provided to the Management and Personnel Committee meeting on 18 December 2017 together with details of an alternative accounting package option.