

Agenda item 12, Fire Safety Update Report

Introduction

The Cemetery & Town Hall Committee have been considering the Town Council's Fire Safety Provision as part of its remit.

An external contractor (W T Consultancy) was commissioned to undertake an assessment of the Council's Fire Safety Provision and supplied a Fire Safety Report. This report included various action points which would need to be addressed by the Council to ensure that it would be health & safety compliant and that any required mitigation for any identified issues could be put into place.

The Committee resolved that a dedicated Fire Safety Task & Finish Group should be set-up to look at the findings (Action List) of the contractor and this forum met on 23rd November 2021 when the following was agreed:

RECOMMENDATION from the Fire Safety (Task & Finish) Working Group:

- 1. That the Fire Safety and Fire Emergency Plan is adopted by the Town Council;*
- 2. the statement of intent is signed by the Town Clerk and actioned accordingly;*
- 3. The Town Clerk to be instructed to proceed with the Action Plan and to arrange any training requirements as recommended.*

NB: The notes from this meeting can be found as Supporting Paper M1 to the agenda.

Update/Current Position

Work has commenced on the Action List with priority 1 (i.e. High) points being dealt with first. A number of the 2 (medium) and 3 (low) points that were relatively straight-forward and could be dealt with quickly, have also been addressed.

Work is on-going to ensure that all of the required action (as recommended) is implemented as soon as possible and an 'up-to-date' (detailed) overview will be supplied to the Committee as soon as is practicable.

Report Author: Maria Weston – Deputy Town Clerk

Date: 28/01/2022