

Towyn & Kinmel Bay Town Council

Action Plan for H & S/Insurance Audit: 2024

- Completed 2023 Risk Assessment Report – Discussed and Approved by Full Council on **TBC** – Agenda Item **TBC**.

- All Actions completed and signed off by Clerk – **TBC**.

Area of Audit	Location and Identified Risk	Actions taken to Rectify Issues	Date Actions Signed Off By Town Clerk
<u>Benches</u>	1/ Kendal Road Park - 1 x loose bench	1/ Kendal Road – TBC	8/10/2024
	2/ The Square - 1 x loose bench	2/ The Square – TBC	8/10/2024
	3/ Outside Library - 1 x loose bench	3/ Outside Library – TBC	8/10/2024
	4/ Clwyd Park Park - 2 x Loose benches	4/ Clwyd Park Park – TBC	8/10/2024
	5/ Chester Avenue – Single Wooden Plank benches – Not checked as part of initial survey.	5/ Chester Avenue – Checked by contractor and confirmed OK.	Sept 24
	6/ Tir Prince Park - 5 x loose benches. - 1 x picnic bench - screws missing.	6/ Tir Prince Park – TBC	8/10/2024
	7/ St Mary's Church - 1 x loose bench.	7/ St Mary's – Church won't allow for the bench to be secured.	Sept 2024.
<u>Solar LED Lights</u>	1/ Tir Prince Park	- TBC – Lamp Post No11 -Base secured -TBC.	8/10/2024

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	- Lamp post No11 – too much movement in foundation. - 3 x Lamps are not straight. - 1 x Broken Lamp. the top. 2/ Chester Avenue - 1 x Lamp missing. - 2 x Lamps not straight. - 3/ Clwyd Park - 2 x Lamps are not straight. - 4/ Sandbank Road Car Park – 1 x Missing Lamp.	- Not dangerous or loose - Small ground works contractor will adjust/straighten, when undertaking work in the park next – Twisted Lamp Posts. - TBC – Broken Lamp - Not dangerous or loose, leave for time bring - Small ground works contractor will adjust/straighten, when undertaking work in the park next – Missing & Twisted Lamp Posts. - Not dangerous or loose, leave for time bring - Small ground works contractor will adjust/straighten, when undertaking work in the park next – Twisted Lamp Posts. - TBC - Missing & Twisted Lamp Posts.	8/10/2024 8/10/2024 Sept 24 Sept 24 8/10/2024
<u>Defibrillators</u>	1/ Y Morfa Leisure Centre – Cabinet is loose, and needs re-securing to the wall.	- The Trustees of Y Morfa have been advised and they will arrange for the defib cabinet to be fully secured to the wall.	25 Sept 24
<u>Leased Land & Management Agreements</u>	1/ Fordd Y Berllan - Holes in picket fencing and fence not secure.	- TBC - Picket Fencing replaced and fence secured.	TBC