

Minutes of the Parish Hall & Grounds Committee held in the Parish Hall on  
Tuesday 30<sup>th</sup> June 2015, at 7.15pm.

Present: Cllrs. Lockwood (Chair), Mrs. H Cumberpatch, Mrs. P. Cardwell,  
Mrs. J. Bryant, Mrs. C. McGann, R. McGann, D. Pringle & Mrs. L.  
Harley (part meeting).

Clerk: Mrs. A.K. Mitchell.

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01/15. To receive apologies for absence.  
None.

02/15. To elect a Chairman.  
**CLLR. GRAHAM LOCKWOOD** was proposed as Chairman. Moved by  
Cllr. Mrs. McGann, seconded by Cllr. Mrs. Cumberpatch.

Cllr. Lockwood accepted the nomination.

There were no further nominations.

The motion was put to the vote: All in favour.

**CLLR. GRAHAM LOCKWOOD** was therefore duly elected as Chairman.

03/15. To Elect a Vice- Chairman.  
**CLLR. MRS. HELEN CUMBERPATCH** was proposed as Vice-Chairman.  
Moved by Cllr. Mrs. Cardwell, seconded by Cllr. Mrs. McGann.

Cllr. Mrs. Cumberpatch accepted the nomination.

There were no further nominations.

The motion was put to the vote: All in favour.

**CLLR. MRS. HELEN CUMBERPATCH** was therefore duly elected as  
Vice-Chairman.

04/15. Declaration of Members' interests.  
None.

05/15. To note the minutes of previous meeting.

**PC moved acceptance of the minutes of the previous meeting held on 27<sup>th</sup> January 2015, as a true record. Seconded by HC. All in favour.**

06/15. Matters arising from the minutes.

06/15. Emergency Lighting - recharge batteries.

It was noted that the lights were recharging during the meeting & all units except one were observed to be operating correctly.

It was noted that the faulty unit has already been identified by the electricians during the annual inspection & is mentioned under Item 16/15 of this agenda.

07/15. Annual Review of the Committee's Terms of Reference.

JEB suggested including the Committee's aims in the Terms of Reference. It was agreed that this was not necessary for this Committee & is covered under terms.

JEB queried if the Committee meets four times a year, it was confirmed that it does.

There were therefore no suggested changes to be put forward to Full Council at this time.

08/15. Financial position to date.

**JEB moved acceptance of the latest financial statements & the Caretaker's Salary Statements for both 2014/2015 & 2015/2016. Seconded by PC. All in favour.**

The Clerk reported to Members in respect of forthcoming Bank Holiday Leave issues in respect of the Caretaker. JEB queried why this has not been a problem in the past. It was noted that both legislation & staff have changed since the last time this situation had occurred.

09/15. Caretaking Issues.

It was noted that the Caretakers will be issued with the annual inventory sheets in July for completion over the Summer.

10/15. Play Park Report.

**To review the 2015 ROSPA inspection report - Following a discussion it was RESOLVED to send a copy of the report to Proludic asking them to rectify the issues highlighted. All in favour.**

It was noted that all the items raised were very low risk matters.

**As a result of a request from the Clerk it was RESOLVED to order a routine play park inspection checklist from ROSPA at a cost of £30. All in favour.**

The Clerk advised Members of a forthcoming Playground inspection training course being organized by RCAN. **Following a discussion it was RESOLVED that PC attend this course on behalf of the Council as she currently reviews the inspection documents completed by the Caretaker each month. All in favour.**

11/15. Fire Safety Regulations – progress report.

**Following a discussion it was RESOLVED to order a BDW04 external ashtray from binsdirect.com at a cost of £40 plus VAT. All in favour.**

The Clerk will forward an additional update to Members at the earliest opportunity – this has been delayed due to unforeseen increase in workload recently.

LH joined the meeting at this point.

12/15. Benchmarks for managing your Community Hall.

The Clerk will forward her latest report on this issue to Members at the earliest opportunity.

13/15. Parish Hall Re-Ordering Project.

It was noted that surveyors are expected on Thursday this week to measure up.

14/15. Proposed Payphone Replacement.

It was noted that the Clerk is currently awaiting a response from BT on this issue in regards to the cost of removing this phone.

15/15. Broxtowe Sport Community Activity Database.

The Clerk reported that she had distributed this information to all the relevant users of the hall.

16/15. Misc. items of repair, maint. etc.

Members were asked to note the content of the 2014/2015 & 2015/2016 lists which had been circulated prior to the meeting.

Annual Electrical Inspection – It was noted that this had been carried out last week & Members were asked to consider an estimate for necessary works to the emergency lighting system which are required as a matter of urgency. **It was therefore RESOLVED to accept the estimate of £520 plus VAT from AMP Electrical. All in favour.**

Car Park Pillar – obtain quotes for re-pointing.

Foyer & Kitchen Redecoration – obtain quotes.

17/15. To consider applications for hire.

**It was RESOLVED to accept applications with “bar” permission where requested. All in favour.**

18/15. Clerk’s Report.

Stanton Recycling Planning Application – It was noted that DP will be attending the DCC meeting on 13<sup>th</sup> July as the Parish Council’s representative.

Insurance Claim – The Clerk updated Members on this issue. It was agreed that the Clerk should act on the solicitor’s suggestions & report back to Members accordingly.

19/15. Date of next meeting – Tuesday 22<sup>nd</sup> September 2015.

The meeting closed at approximately 8.08pm.

Signed.....Chairman

Date.....