

Minutes of the Parish Hall & Grounds Committee held in the Parish Hall on
Tuesday 27th June 2017, at 7.15pm.

Present: Cllrs. Lockwood (Chair), Mrs. H Cumberpatch, Mrs. C. McGann, R. McGann, G. Cotton, D. Pringle & M. Westmoreland.

Clerk: Mrs. A.K. Mitchell.

GL welcomed everyone to the meeting, especially the two new Council Members. The opportunity was taken to make formal introductions.

01/17. To receive apologies for absence.

None.

02/17. To elect a Chairman.

CLLR. GRAHAM LOCKWOOD was proposed as Chairman. Moved by Cllr. Mrs. Cumberpatch, seconded by Cllr. Mrs. McGann.

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.

03/17. To Elect a Vice- Chairman.

CLLR. MRS. HELEN CUMBERPATCH was proposed as Vice-Chairman. Moved by Cllr. Lockwood from the Chair, seconded by Cllr. 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.

04/17. Declaration of Members' interests.

None.

05/17. To note the minutes of previous meeting.

The minutes from the meeting held on 31st January 2017, were duly noted.

06/17. Matters arising from the minutes.

06/17. Emergency Lighting - recharge batteries.

It was noted that the lights were recharging during the meeting & all units had been observed operating correctly.

Annual Inspection - report from the Clerk. It was noted that this inspection had been carried out by the appropriate contractor the previous week 3 units, 1 internal, 2 external didn't meet the 3 hr. standard any longer - the Clerk had duly arranged replacement, updating to LED's in the process as previously agreed in the interest of energy efficiency.

07/17. Annual Review of the Committee's Terms of Reference.

It was RESOLVED to accept the Committee's Terms of Reference as they stand at present. All in favour.

08/17. Financial position to date.

It was noted that the Clerk had not received any queries prior to the meeting.

It was RESOLVED to accept the Caretaker's Salary Statements for both 2016/2017 & 2017/2018. All in favour.

It was RESOLVED to accept the latest Committee Budget statements for both 2016/2017 & 2017/2018. All in favour.

It was noted that now these statements had been approved, the Clerk will arrange to action the relevant brought forward amounts.

09/17. Caretaking Issues.

Members were asked to note a recent Insurance update from NALC.

Security Patrol & emergency call-out update.

Members had been provided with a copy of the amended SLA from BBC for consideration prior to the meeting.

It was RESOLVED to accept the revised SLA. All in favour.

It was agreed that the Clerk should sign the necessary documentation on behalf of the Council.

Once the SLA is in place the Clerk will arrange the new call-out procedure with BBC & issue the necessary documentation as appropriate.

Clerk to action.

Clock in memory of KB – MB has removed this item from the Parish Hall on a temporary basis to arrange a repair.

Mobile telephones – Caretakers. The Clerk reported on the issues she is encountering with placing monthly contracts.

It was therefore RESOLVED to purchase two o2 £8 per month SIM only options through Talk Talk & two handsets as appropriate (Clerk's discretion) instead. All in favour.

Clerk to action.

De-fib Unit – The Clerk updated Members in respect of this piece of equipment.

It was RESOLVED to contact the British Heart Foundation for advice. All in favour.

Clerk to action.

Chairs – The Clerk updated Members regarding an ongoing issue with Chairs at the Parish Hall.

It was RESOLVED that following an inventory of the current stock, any short fall should be made up with the newer style chairs, dependent upon price & prior approval of full Council. All in favour.

Clerk to action.

It was also agreed that the newer style chairs should also be marked with a maximum load sticker.

Clerk to action.

10/17. Play Park Report.

Tree Guards – It was noted that these are no longer in place as the shrubs have outgrown them over the Spring. The issue has been discussed with the Grounds Maintenance team & they have confirmed that they do not touch the shrubs with the mowers etc.

Replacement Litter Bin – installed. It was agreed therefore to discharge this matter from the agenda.

Proposed new signage – installed. It was agreed therefore to discharge this matter from the agenda.

Grounds maintenance update – Renewed with BBC – it was noted that grass cutting & weed killing operations have already been carried out.

Trees – the Clerk reported on best practice advice received from the Council's current insurance brokers.

It was **RESOLVED** to obtain a quote from BBC to inspect the trees on the Parish Hall grounds on an 18 monthly basis. 5 For 2 Against. **Motion carried.**

11/17. Fire Safety Regulations – progress report.

It was noted that the fire alarm had been serviced last week with no issues to report.

12/17. Benchmarks for managing your Community Hall.

Members were asked to consider the first section which had been circulated prior to the meeting.

It was agreed that the Clerk should try & source a model building management plan & draw up a draft maintenance inspection checklist for consideration. **Clerk to action.**

Members were also asked to consider the draft Routine Maintenance Schedule the Clerk has begun to collate.

13/17. Parish Hall Re-Ordering Project.

It was noted that at the June Council meeting Members delegated completing funding applications to the working party so work can now begin in earnest on this.

14/17. Public Access Wi-Fi – progress report.

All installed & functioning – the password update arrangements are now in place too. It was agreed therefore to discharge this matter from the agenda.

15/17. Parish Hall Floor Works Update.

These are all in hand for August.

The Clerk advised Members of the current position in respect of the ongoing insurance claim.

It was RESOLVED that the Clerk should contact the contractor & ask for a quote for sheeting down prior to the works & then this should be compared with the work being carried out by Council employees instead to establish which would be the cheapest option. The costs to be added to the claim against Hiscox. All in favour.

16/17. 3 No. reserved car parking spaces – Update.

The Clerk advised Members of ongoing issues with this initiative. It was agreed to postpone installing any further fold-down barriers at this time.

It was agreed to obtain a quote for re-surfacing, improving drainage & remarking the car park including reserved bays to assist with budgetary planning.
Clerk to action.

17/17. To explore the possibility of using a third party payment system in order to expediate the parish hall booking & payment system – progress report.

The Clerk has confirmed that Scribe don't supply such a product but is following up on this issue with Liberty Leisure having been directed to them by BBC.

18/17. To consider purchasing an external noticeboard for the front of the Parish Hall.

It was noted that this was a suggestion from HC to give the front of the Parish Hall a tidier appearance.

It was agreed that the Clerk should obtain quotes for two noticeboards, one for either side of the main doors in the portico for Members consideration.
Clerk to action.

19/17. To consider recharging PRS costs to appropriate hirers.

It was noted that this matter had been passed to the Committee for consideration by Full Council. The Clerk advised Members of how the recently revised charging system now works & how it affects the parish hall.

DP outlined his reasons for putting this item forward for consideration & it was agreed that these costs should be borne in mind when setting the hire charge rates at the next annual review.

20/17. Misc. items of repair, maint. etc.

Members were asked to note the content of the 2016/2017 & 2017/2018 lists which had been circulated prior to the meeting.

No queries had been forthcoming prior to the meeting.

Security alarm – it was noted that the sensor in the lounge had been replaced due to several recent false alarms. It was noted that this had already been reported as the proposed course of action to the June Council meeting.

Fire Extinguishers – annual service contract. This has now been arranged with O. Heap as previously agreed.

21/17. To consider applications for hire – documents previously circulated.
No queries had been received by the Clerk prior to the meeting.
To receive a report from the Clerk in respect of an earlier hiring – **it was RESOLVED not to accept any future bookings from the group in question following a breach of hiring conditions. All in favour.**

22/17. Clerk’s Report.
There was nothing further to report at this stage.

23/17. Date of next meeting – Tuesday 26th September 2017.
The meeting closed at approximately 9.03pm.

Signed.....Chairman

Date.....