

Minutes of the Parish Hall & Grounds Committee held in the Parish Hall on
Tuesday 27th September 2016, at 7.15pm.

Present: Cllrs. Lockwood (Chair), Mrs. H Cumberpatch, Mrs. P. Cardwell,
Mrs. C. McGann & R. McGann.

Clerk: Mrs. A.K. Mitchell.

21/16. To receive apologies for absence.

None.

22/16. Declaration of Members' interests.

None.

23/16. To note the minutes of previous meeting.

The minutes of the previous meeting held on 28th June 2016, were duly noted.

24/16. Matters arising from the minutes.

24/16. Emergency Lighting - recharge batteries.

It was noted that the lights were recharging during the meeting. The Clerk has one query regarding the external unit at the play park pedestrian gate. She will contact AMP Electrical on this issue. The remaining units were functioning correctly. **Clerk to action.**

25/16. Financial position to date.

It was RESOLVED to accept the latest financial statement as at 19th September 2016 & the Caretaker's Salary Statement as at 20th September 2016. All in favour.

26/16. Caretaking Issues.

Security Patrol Issues - The Clerk advised Members of recent developments in respect of these patrols following a change in contractor. **It was RESOLVED that the Clerk should ask BBC how long the current contract with Profile is for & also request that a written contract between the Parish Council & BBC be provided for future reference. All in favour. Clerk to action.**

It was RESOLVED that the Parish Council caretaking team should have their job descriptions amended to include unlocking the play park & car park gates every morning (Mon-Sun). All in favour.

Clerk to action.

Clock in Memory of KB - It was RESOLVED that the clock should be set to run without the half hourly chimes. All in favour.

Clerk to action.

27/16. Play Park Report.

Correspondence from Premier Play Solutions - It was noted that there had been no further contact from this company & so it was agreed to discharge this matter for the time being.

Tree Guards - It was noted that necessary materials will be purchased shortly when the winter bedding for the hall planters is collected.

Clerk & Caretaker to action.

Replacement litter bin - **Following a detailed discussion it was RESOLVED to purchase & install a "Henry" litter bin. All in favour.**

Clerk & Caretaker to action.

Proposed new signage - a quote is currently being obtained from the Council's regular suppliers.

28/16. Fire Safety Regulations - progress report.

A draft document to be available for the November meeting.

Clerk to action.

29/16. Benchmarks for managing your Community Hall.

A draft document to be available for the November meeting.

Clerk to action.

30/16. Parish Hall Re-Ordering Project.

It was noted that several contractors have already visited in respect of preparing tender documents; another has an appointment for the following day.

31/16. Payphone Replacement - progress report.

It was noted that this project is now complete & as a result was discharged from the agenda.

32/16. Internet Access - progress report.

It was noted that the Clerk is currently awaiting a response from the Council's insurers on this issue. It was agreed that if their response is

positive the Committee Chairman & the Clerk should progress this matter to the next stage. **GL & Clerk to progress if appropriate.**

33/16. To amend the Parish Hall Hire agreement.

Following a detailed discussion it was **RESOLVED** to amend the agreement to read as follows:

2. (a) The full hiring fee plus all refundable bonds shall be paid upon application. Hiring's cancelled up to 14 days before the booked date will receive a 50% refund, if the hiring is cancelled within less than 14 days of the event, the full fee will be payable.

2. (e) For single event hirers wishing to prepare and/or serve hot food on the premises a £50 charge will apply, this will be deducted from the total refundable bond already paid in advance of the hiring.

Clerk to action.

34/16. Sanding & Re-sealing of Parish Hall Floor.

It was noted that the Clerk is in the process of obtaining quotes for this work.

35/16. To consider 2017/2018 Budget Proposals - documents previously circulated.

Members did not wish to make any amendments to the draft document at this stage.

36/16. To consider a suggestion in respect of 3 no. reserved car parking spaces.

Following a short discussion it was **RESOLVED** to introduce 3 controlled car parking spaces in the Parish Hall car park to be used at the Council's discretion. **All in favour.**

It was agreed that the Clerk should obtain prices for 4 lay down barrier posts for consideration. **Clerk to action.**

37/16. To consider a proposal that "this Committee explores the possibility of using a third party payment system in order to expediate the parish hall booking and payment system."

Following a discussion it was **RESOLVED** that this Committee explores the possibility of using a third party payment system in order to expediate the parish hall booking and payment system. **All in favour.**

GL & Clerk to action.

38/16. Misc. items of repair, maint. etc.

Members were asked to note the content of the report as at 20th September 2016, which had been circulated prior to the meeting.

The Clerk consulted Members regarding the proposed replacement tiles for the hall toilets. **It was RESOLVED that the 150mm x 150mm tiles be used to carry out the necessary repairs. All in favour.**

LH, Clerk & Caretaker to action.

39/16. To consider applications for hire – documents previously circulated by email.

The Clerk had not received any comments prior to the meeting
It was RESOLVED to accept applications with “bar” permission where requested. All in favour.

40/16. Clerk’s Report.

Email from Playcrete regarding outside concrete table tennis tables – **No action.**

Broxtowe Play Strategy – Clerk to respond. **Clerk to action.**

Poppy wreaths – Now these can be ordered online it was agreed that the Clerk should in future only order on the Parish Council’s behalf. The Clerk was asked to send the appropriate website information to local Councillors and local groups as appropriate.

41/16. Date of next meeting – Tuesday 22nd November 2016.

The meeting closed at approximately 8.42pm.

Signed.....Chairman

Date.....