

Minutes of the Parish Hall & Grounds Committee held in the Parish Hall on  
Tuesday 26<sup>th</sup> September 2017, at 7.15pm.

Present: Cllrs. Lockwood (Chair), Mrs. H Cumberpatch, Mrs. C. McGann, R. McGann, G. Cotton, Mrs. S. Williams, Mrs. L. Harley & M. Westmoreland.

Clerk: Mrs. A.K. Mitchell.

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24/17. To receive apologies for absence.

**It was RESOLVED to accept apologies from Cllr. Pringle. All in favour.**

25/17. Declaration of Members' interests.

None.

26/17. To note the minutes of previous meeting.

The minutes from the meeting held on 27<sup>th</sup> June 2017, were duly noted.

27/17. Matters arising from the minutes.

27.1/17. Emergency Lighting - recharge batteries.

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

28/17. 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 Statement for 2017/2018. All in favour.**

**It was RESOLVED to accept the latest Committee Budget Statement for 2017/2018. All in favour.**

29/17. Caretaking Issues.

Caretaker's Return to work.

It was noted that the return to work interview had taken place the previous day. It was noted that for 5 consecutive Tuesdays the Caretaker will be attending a course to assist with his recovery. NALC guidance has now been received & will be completed as required. The plan for the period up to Christmas has been put into place but this can be

reviewed/adjusted at any point as required. It was agreed that a thank you letter should be sent to the Relief Caretaker. **Clerk to action.**

Security Patrol & emergency call-out update.

The Clerk advised that she had spoken to BBC officers last week & has requested written confirmation of how their out of hours service currently works - members will then be able to decide if it will provide the level of service the Parish Council is looking for. It was noted that the security patrol staff are only on duty until 1.30am. The telephone number for the alarm board was also requested again - this has been delayed as the Control room number is in the process of being changed.

The Clerk has double checked the alarm re-setting procedure with the alarm company in light of comments made by BBC during her discussion with officers.

It was agreed that when the information from BBC is forthcoming that an email discussion could be carried out by the Clerk to expediate this matter. **GREEN - Clerk to action.**

Clock in memory of KB -It was noted that the necessary repair has been carried out & the clock returned to the hall. No further issues to report. It was agreed therefore to discharge this matter from the agenda.

Mobile telephones - Caretakers. The Clerk reported that these have been purchased & are in operation. It was agreed therefore to discharge this matter from the agenda.

De-fib Unit - The Clerk has followed this up with the British Heart Foundation as previously agreed & has been provided with a contact at EMAS as a result. The Clerk is therefore following up on this issue with EMAS as a result. **AMBER - Clerk to action.**

Chairs - The Clerk advised that these have been purchased & are in use. All chairs purchased over the last 2 years have had maximum load stickers applied as previously agreed.

### 30/17. Play Park Report.

The Clerk reported that repairs have been ordered & are in hand with Proludic as previously agreed. The grant application for additional play equipment has been declined for the time being as previously agreed.

Trees - A quote for an inspection regime was requested from BBC as previously agreed but BBC have advised that they don't provide this service. A BBC Officer has provided details of who BBC uses. It was agreed that the Clerk should contact the suggested contractor for a quote.

**GREEN - Clerk to action.**

31/17. Fire Safety Regulations - progress report.

It was noted that O. Heap will be inspecting the Fire Appliances in October as previously agreed.

32/17. Benchmarks for managing your Community Hall.

It was noted that the Clerk has yet to find a suitable model building management plan for consideration.

**AMBER - Clerk to action.**

33/17. Parish Hall Re-Ordering Project.

Members were asked to consider follow up information that the Clerk has obtained in respect of GL's & HC's request at September. The Clerk advised that she has held off with proceeding further with grant applications until Members have decided how they wish to proceed with the ICS bid offer.

**It was RESOLVED that the Clerk should arrange a meeting with ICS with GL being the main contact to investigate this matter further. All in favour.**

Members were asked to note that the PHLTP Fund currently stands at £25,536.08.

34/17. Parish Hall Floor Works Update.

The Clerk advised that the works are complete & all relevant documentation has been sent both electronically & in hard copy to Hiscox.

35/17. 3 No. reserved car parking spaces - Update.

The Clerk advised Members that she has requested a quote from Tarmac as previously agreed - this has yet to be received.

36/17. 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 contacted Liberty Leisure as previously agreed to find out who they use. It was agreed that if this information is received before the next Committee meeting it should be brought to the next available Council meeting for consideration.

**AMBER - Clerk to action.**

37/17. To consider purchasing an external noticeboard for the front of the Parish Hall – documents previously circulated.

**It was RESOLVED to purchase two noticeboards from Office Furniture with blue backboards at a cost of £157 plus VAT each. All in favour.**

**RED - Clerk to action.**

38/17. Future damage to new style chairs (HC).

HC advocated a gradual replacement of the existing chairs.

**It was RESOLVED to order 4 new style chairs every time one of the old chairs is taken out of service. All in favour.**

39/17. Annual Inventory.

It was noted that this has been postponed due to staff shortages over the summer months. The Clerk has discussed this with SR & he will undertake this in a staggered manner as part of his lighter duties over the next few weeks. He will use it as a programmed break from any manual work.

40/17. To consider 2018/2019 Budget Proposals.

The Clerk had not received any queries prior to this meeting.

**It was RESOLVED to include a budget code for potential additional caretaking costs. All in favour.**

**It was RESOLVED to submit the draft budget to the F & GP Committee for further consideration. All in favour.**

41/17. Misc. items of repair, maint. etc.

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

No queries had been forthcoming prior to the meeting.

Re -painting of front railings.

**It was RESOLVED to accept the quote of £695 from MJR Decorating. 5 For 1 Against – Motion carried. Clerk to action.**

42/17. To consider applications for hire – documents previously circulated.

No queries had been received by the Clerk prior to the meeting.

Recent HS2 event – it was noted that this had been a much smoother event than the previous booking. However, there remain a few glitches that will need to be taken into consideration when/if they use the hall again.

43/17. Clerk's Report.

There was nothing further to report at this stage.

44/17. Date of next meeting - Tuesday 23<sup>rd</sup> January 2018.

The meeting closed at approximately 8.40pm.

Signed.....Chairman

Date.....