



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee held
virtually
on Tuesday 18th August 2020 at 7.00pm.



Present:	Cllr B Nicholson	Chairman
	Cllr A Webb	Vice Chairman
	Cllr Mrs L Clarke	
	Cllr Mrs J Marsh	
	Cllr Mrs P Wilson	
	Cllr T Wilson	
In attendance:	Mrs L Edge	Executive Officer
	Mrs A Trott	Bookings Clerk
	Mr M Wanstall	Halls Manager
	Mr T Veck	Senior Groundsman
Members of the public:	None.	

HG020/20 To receive and accept apologies for non-attendance.

Cllr Haysom – IT difficulties.

Resolved: to receive and accept the apologies for non-attendance.

Proposed: Cllr Nicholson

Seconded: Cllr Mrs Marsh

All in favour.

HG021/20 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.

None relating to the business of the meeting.

HG022/20 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.

None relating to the business of the meeting.

HG023/20 To approve the minutes from the meeting of the Halls & Grounds Committee – 21st July 2020.

Resolved: to approve the minutes of the Halls & Grounds Committee – 21st July 2020.

Proposed: Cllr Wilson

Seconded: Cllr Mrs Wilson

All in favour.

HG024/20 Public Session.

No members of the public were present.

Cllr Mrs Marsh raised the following matters:

i) Return of Lunch Clubs to the Jubilee Hall.

ii) Use of Jubilee Hall car park for car rally.

Mrs Trott advised the Committee that she had spoken to the representative from the Thursday Lunch Club and it was agreed that it was not economically viable for the Club to return yet due to the restriction on numbers and the increased cost for cleaning.

The Chairman suggested that the organisers of the car rally should write to the Council with all the relevant details. This request could then be considered by the Finance, Policy & Resources Committee.

HG025/20 Actions arising from the meeting of the Halls & Grounds Committee -21st July 2020.

Noted.

It was agreed to combine the following items:

i) HG193/19 Future Projects Working Group and HG217/29 Forward Plan Projects 2020-23.

ii) HG187/19 Trees, HG194/19 and HG223/19(iii).

- HG026/20 Halls Manager's Written Report – for consideration.**
Noted.
Mr Wanstall confirmed that the boiler at Priory Park was not repairable and was now obsolete. A full replacement would be needed. Mr Wanstall had contacted Regal and two other companies for quotations. These would be considered at the Finance, Policy & Resources Committee in September.
Action: Exec Officer
- HG027/20 Senior Groundsman's Written Report – for consideration.**
Noted.
Mr Veck apologised for the lack of hedge cutting quotes. He was still waiting for one to come in. Once he had received all the quotes they would be considered by the Finance, Policy & Resources Committee in September.
Action: TV/Exec Officer
The damage to the dug outs at Priory Park was discussed. The option of replacing the plastic sides with metal mesh was considered. Mr Veck was asked to investigate this option for consideration at a future meeting.
Action: TV
- HG028/20 Financial Position Year to Date – to note current position.**
Noted.
Cllr Wilson advised the Committee that two new cost centres had been created for the Albany Road Cricket Ground and the Albany Road allotments. This would allow the Council to more easily identify costs incurred for these sites.
- HG029/20 Capital Control Report – for information only.**
Noted.
- HG030/20 Forward Plan 2019-2023 – for information only.**
Noted.
- HG031/20 Playground Inspection July 2020 – Report from Working Group – for consideration.**
The works required and update from the Deputy Executive Officer were noted.
The Chairman felt that in light of the need to save costs the report should be reviewed before proceeding to appoint contractors to undertake the work not covered in house.
Resolved: the Working Group to meet to revisit the report and make recommendations accordingly. In house work to be carried out.
Proposed: Cllr Nicholson
Seconded: Cllr Mrs Marsh
All in favour.
Meeting to be arranged.
Action: Wkg Group/Deputy Exec Officer
- HG032/20 Storage Cupboards at the Jubilee Hall – Hire Charges – for consideration.**
Noted that NHS Groups were the current users of the facilities and Mrs Trott advised that there were four other interested hirers.
Resolved: to charge £4 per cupboard, per week with effect from 1.9.20 (Discounted rate for annual payment and local organisations). Users to be advised that the Council's insurance did not cover items left in storage so alternative insurance arrangements should be made.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Nicholson
All in favour.
- HG033/20 Requests for future agenda items.**
None at this time.
- HG034/20 Date of next meeting – Tuesday 15th September 2020.**
Noted.

- HG035/20 Motion for confidential business:**
The Chairman then moved:
The following motion will be moved on the completion of the above business:
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.
- HG036/20 Dynamos Football Club – Licence and Hire Rates 2020-21 – Reply from Club – for consideration.**
Many councillors registered their disappointment in the response noting that many of the facilities queried had been requested by the Club at the meeting 12 months ago.
Noted that changing rooms had been used morning and afternoon every week; the Club's loss of revenue was due to the cancellation of the tournament and was nothing to do with the pitches.
The Committee and the senior groundsman questioned the number of matches not played.
Resolved: to contact the Club and request a full explanation of their requirements, bearing in mind the reduction in teams. Committee would then review the usage. Dynamos to use pitches on a play and pay basis and to pay for training sessions and changing rooms – Mr Veck to provide weekly figures to office.
Proposed: Cllr Wilson
Seconded: Cllr Nicholson
All in favour. **Action: Deputy Exec Officer/TV**
- HG037/20 Quotations for Remedial Tree Works – for consideration.**
Resolved: to accept the quotation of £4,950 + VAT from Jack Tosdevine noting that the ivy severing work would be carried out by the Council's groundsmen and so the final cost should be confirmed with Mr Tosdevine.
Proposed: Cllr Nicholson
Seconded: Cllr Mrs Marsh
All in favour.
Works to be arranged. **Action: Deputy Exec Officer**
- HG038/20 Quotations for Hedge Cutting – for consideration.**
Quotations not received. Would be considered by Finance, Policy & Resources Committee in due course.
- HG039/20 Quotations for Jubilee Hall Entrance Doors – for consideration.**
Mr Wanstall presented the quotations and provided background.
Resolved: to accept the quotation of £13,707.20 + VAT from TDS (Total Door Systems) and recommend this to the Finance, Policy & Resources Committee and Council for ratification.
Proposed: Cllr Nicholson
Seconded: Cllr Mrs Marsh
All in favour.
Additional costs of c£500 for electrical works and c£400 for skip.
- HG040/20 CCTV and Alarm Systems for Parish Council Properties – for consideration.**
Resolved: to award the contract for all CCTV and alarm systems for all Parish Council properties to Forward Control at a cost of £1,566 + VAT pa.
Proposed: Cllr Nicholson
Seconded: Cllr Mrs Marsh
All in favour.

There being no further business the meeting closed at 7:57pm.