

Bishop's Waltham Parish Council

A Meeting of the

**Parish Council Halls & Grounds Committee will be held in the
Jubilee Hall, Little Shore Lane, Bishops Waltham SO32 1ED**

On Tuesday 21st March 2017 at 7.30pm

Present: Cllr Mrs T Conduct
Cllr Mrs J Marsh
Cllr Mr S Miller
Cllr Mr B Nicholson
Cllr Mrs P Wilson
Cllr Mr T Wilson (Chairman of the Committee)
Cllr Mr A Wright

In attendance: Mrs E McKenzie (Clerk to the Committee)
Mr T Veck (Senior Groundsman)
Mrs F Harris (Halls Manager)

Public: 0

HG184/16 To receive and accept apologies for non-attendance.

All present.

HG185/16 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None.

HG186/16 To receive and accept any personal, non-pecuniary interests relating to items on this agenda

None.

HG187/16 To approve the minutes of the Halls & Grounds Committee – 21st February 2017

Proposed: Cllr Mrs J Marsh

Seconded: Cllr Mrs T Conduct

All in favour

HG188/16 Public Session - *for information only*

No members of the public were present.

HG189/16 Actions arising from meeting 21st February 2017- *for information only*

Noted.

HG190/16 Financial Position Year to Date - *to note current position*

Noted.

The Chairman explained that he anticipated the over spend for the year to be approximately £30K. Of this £22K will be covered by the approved use of Financial Reserves and the remaining £8K primarily results from the non-budgeted work to accommodate Lilypad Pre-School at Hoe Road Ravilion. A Councillor added that the unexpected spend on Hoe Road Pavilion was 'money well spent' in its initiative to rejuvenate the facility. Two queries were raised, one regarding the tennis court spending which was explained as the line marking being split over two financial years, and another about the costs of the gas bill. The gas meter is read monthly so is not an estimated amount. **ACTION: Finance Officer to review the bills this year compared to last.**

HG191/16 Hall's Manager's written report - *for information only*

Noted.

The new boiler was reportedly not working yet which was disappointing. The service provider was looking into the matter and staff are monitoring the progress of this

installation, however it was deemed not satisfactory that a new boiler unit was not working within two weeks of installation. **ACTION: Seek progress report and explanation for delay in working boiler. New unit to be requested if no solution imminent. Check warranty to ensure adequate after care support. ACTION: EM/FH**

Boiler room ceiling needs attention. **ACTION: Seek quote for repairs required. ACTION: FH**

1 LED light in the Gold Room requires replacing. A rear sensor light at the Jubilee Hall seemed to be on permanently. An Electrician was scheduled to attend the site to remedy these problems.

HG192/16 Senior Groundsman's written report - for information only

Noted.

The go ahead had been given to the contractor due to replace the aerial runway and basket swing. Works were due to take place in week commencing 27th March 2017.

The area marked out for the wildflower meadow at Priory Park was starting to 'green up' with various plants regrowing. **ACTION: Contact Peter Potts for advice and clarity of schedule for 2017/18. ACTION: EM**

One tree that had been planted last spring had sadly died. A replacement would be sought.

HG193/16 Halls Hire Report – for information only

Noted.

Comments received thanking the Parish Council for no increase in hall hire rates for 2017-18. The loss of one football session for preschool children was balanced out by another group starting up.

HG194/16 Health and Safety – Review of Health and Safety Advisor Contract – (Lawes Marsh) - for consideration

The current and proposed contracts were discussed.

Resolved:

- i) To keep the current contract as it stands (runs until December 2018)**
- ii) A fire risk assessment would be completed in house following the recent staff training of three Fire Wardens**
- iii) A health and safety management audit would be completed in house or via an alternative advisor**

Proposed: Cllr Mrs T Conduct

Seconded: Cllr Mrs J Marsh

All in favour

ACTION: EM/LE/FH

HG195/16 Jubilee Hall Kitchen – organisation of cupboard space and crockery for hire – for consideration

The organisation of cupboard space in the Jubilee Hall kitchen was discussed and the need for crockery to be available to hirers.

Cllr Mrs J Marsh volunteered to negotiate taking this matter further with the relevant parties. The Administration Assistant would add conditions of hire to the booking conditions form.

Resolved: To request resources stored at Jubilee Hall kitchen to be donated to the Parish Council for the use and benefit of all hirers. To appoint Cllr Marsh as negotiator with all relevant parties for this venture.

Proposed: Cllr Mrs J Marsh

Seconded: Cllr Mrs T Conduct

All in favour.

ACTION: Cllr Marsh/EMM

- HG196/16 Provision of Dog Waste Bag Dispensers and Bags – for consideration**
- Responding to continuing problems with dog fouling issues, the Committee discussed the suggestion of siting dog bag dispensers at problem areas to provide dog owners with bags to remove waste from the footpaths. Concerns were noted over possible vandalism of units, bins being emptied and reliance on dispensers. It was highlighted that a prosecution had taken place regarding dog fouling and this should be used as a deterrent.
- Resolved: To ask the Parish Lengthsman for the top three sites for positioning dispensers. To appoint Cllr T Wilson to write a paper for the P,E&H Committee.**
Proposed: Chairman's Proposal.
All in favour. ACTION: EM/ Cllr T Wilson
- HG197/16 Forward Plan 2014/2018 - for information and update**
Noted.
- HG198/16 Councillors/Clerks Reports - for information only**
Noted.
- HG199/16 Requests for future agenda items – for information only**
None.
- HG200/16 Date of next meeting – 18th April 2017**
Noted. Apologies given by Cllr Mrs T Conduct for this future meeting, due to family commitments.
- HG201/16 Motion for Confidential Business**
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.
- HG202/16 Quotations for Skate Park Repairs – for consideration**
Skate park had been installed over ten years ago so repairs should now be anticipated. Groundsmen recommended concrete repairs for quieter skating and more cost effective in the long run.
The Committee noted that repair work had been budgeted for and were all in agreement that works were required.
It was also agreed that all future quotations should state the warranty period.
Resolved: To accept Wheelscape price guide for concrete repairs on the provision of a final quotation price, clarification of warranty provision and timescale for works.
Chairman's Proposal
All in favour ACTION: EMc
- HG203/16 Quotations for Storage Container for Grounds Equipment – for consideration**
Quotes received were circulated. The groundsmen confirmed that storage at the Estates Shed was at capacity. This proposed additional storage would be well used, especially taking the future developments into account, and also free up space for a much needed rest room for employees.
Quote 1 was noted as a local supplier, a good price, available now and in line with the budget price.
Resolved: To accept the quote for two storage containers from Phil Space and recommend this purchase in the 2017-18 financial year for ratification to the F,P&R Committee.
Proposed: Cllr Mr T Wilson
Seconded: Cllr Mr B Nicholson
All in favour

**ACTION: The Administration Officer to recommend this decision to F,P&R Committee.
Senior Groundsman to place order.**

ACTION: EMc/LE/TV

HG204/16

Debtors Report - *for information only*
Noted.

There being no other business the meeting ended at 8:30pm.