

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 16th May 2017 at 7.30pm**

Present: 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

HG01/17 To elect the Chairman of the Committee
Nomination: Cllr T Wilson
Proposed: Cllr B Nicholson
Seconded: Cllr Mrs P Wilson
Resolved: To elect Cllr T Wilson as Chairman of the Committee
All in favour

HG02/17 To elect the Vice Chairman of the Committee
Nomination: Cllr B Nicholson
Proposed: Cllr Mrs P Wilson
Seconded: Cllr A Wright
Resolved: To elect Cllr B Nicholson as Vice Chairman of the Committee
All in favour

HG03/17 To receive and accept apologies for non-attendance
Cllr Mrs J Marsh – indisposed
Cllr Mr S Miller – work commitments
Resolved: To accept apologies for non-attendance
Chairman's Proposal
All in favour

HG04/17 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
None.

HG05/17 To receive and accept any personal, non-pecuniary interests relating to items on this agenda
None.

HG06/17 To approve the minutes of the Halls & Grounds Committee – 18th April 2017
Proposed: Cllr Mrs P Wilson
Seconded: Cllr A Wright
All in favour

HG07/17 Public Session - for information only
No members of the public were present.

An information session run by Community First was highlighted as useful for the Parish Council with the title 'Funding your Community Hall or Centre'. Anyone interested in attending was requested to inform the Chairman or Clerk to the Committee to book a place.

A 'Booking Density' report was presented by the Chairman which showed the usage of Jubilee Hall and Priory Park Clubhouse last year compared to this year. It was noted that there was little or no difference in bookings. It was felt to be an interesting report and highlights the value of encouraging further bookings.

A comparison of local community centre with the Jubilee Hall was given by Cllr Mrs P Wilson which was valued by the Committee.

HG08/17

Actions arising from meeting 18th April 2017 - for information only

Noted.

The removal of the telephone box at the Jubilee Hall was noted as a complicated process and the Clerk to the Committee was pursuing BT to undertake the initial works.

The skate park company that had quoted for the repairs had been contacted but they now declined the project as they built the structures from scratch rather than repair work. They recommended an alternative more specialised company to do the repairs. The Clerk to the Committee would pursue this new line and report back.

The venue advertising leaflet was to be discussed next week lead by Cllr A Wright with the administration staff.

HG09/17

Financial Position Year to Date - to note current position

Noted.

The invoice for the new equipment had not yet been paid because of remedial works due this month.

Cllr A Wright asked where the hall venues were being advertised and how effective were these outlets deemed to be. A clear plan for 2017/18 would be useful and this could be devised at the meeting next week.

HG10/17

Hall's Manager's written report - for information only

Noted.

A verbal update was given on the flooding incident which had taken place at Priory Park Clubhouse on Thursday 27th April.

A plan of the locations of all stopcocks, gas and electrical points in each venue were to be noted.

ACTION: FH

HG11/17

Senior Groundsman's written report - for information only

Noted.

The storage container was due to arrive and be sited behind the Estates Shed this week.

A resident reported a case of Japanese knapweed which was confirmed by a specialist that TV had asked to check. The specialist would treat it which should tackle the problem. Other areas had been checked too to be sure Bishop's Waltham was clear of any other possible invasion.

HG12/17

Hall Hire Report – for information only

Noted.

HG13/17

Use of Priory Park for Parish Council Event – for information only

Noted.

HG14/17

Hoe Road Pavilion – Intruder Alarm – for consideration

Agreed in principle for AXIS, the usual supplier and provider of Parish Council equipment, to install the alarm.

Resolved: To agree in principle for AXIS to install the alarm at a cost of £958 for the installation, £100 annual service and £80 for annual monitoring service.

Chairman's Proposal

All in favour.

ACTION: Ask AXIS if possible for a card entry system possible to keep security tight.

ACTION: FH/EMc

- HG15/17 Jubilee Hall Kitchen Storage – for consideration**
 The matter of lack of Parish Council storage in the kitchen was discussed and the issue of the insurance on non-Parish Council owned resources stored on the premises.
Resolved: To send a letter to hirers with storage in the Jubilee Hall kitchen requesting a meeting to audit the kitchen resources in light of insurance queries
Proposed: Cllr B Nicholson
Seconded: Cllr A Wright
All in favour **ACTION: EM**
- HG16/17 Priory Park Clubhouse Roof – for consideration**
 The recommendations made by the architect, following a recent site visit, were considered.
Resolved:
1) To approve the change in plans for a pitched roof extension to a replacement flat roof, as per architect's recommendations.
2) To approve the architect's costs of £1450, in order to prepare technical drawings plus any associated costs.
Chairman's Proposal
All in favour
- HG17/17 Forward Plan 2014/2018 - for information and update**
 Noted.
 Active Communities 10 and 14 would be addressed with provision of kitchen resources and new audio visual equipment.
 High Quality Environment 1: Ground Source Heat Pumps were currently being considered with site meetings held and quotes being sought.
- HG18/17 Councillors/Clerks Reports - for information only**
 It was noted that Dynamos Football Club have moved their presentation evening from the Jubilee Hall to Priory Park Clubhouse, and field area, for 3rd June but would have to be informed that the Clubhouse itself would not be available due to the recent flooding.
ACTION: EMM
 A report from the Jubilee Hall Facilities Improvements Working Party would be due shortly.
- HG19/17 Requests for future agenda items – for information only**
 Development Plan for Venues
 New Laptop for Grounds Staff
- HG20/17 Date of next meeting – 20th June 2017**
- HG21/17 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'.
- HG22/17 Hoe Road Pavilion – Replacement Doors and Windows – for consideration**
 The Chairman explained all quotes as excluding VAT prices for direct comparison.
Resolved: To accept PK Lacey quotation subject to confirmation by Chairman and Vice Chairman of an adequate guarantee/warranty.
Chairman's Proposal
All in favour.
ACTION: Check guarantee/warranty offered by each company **ACTION: FH/EM**
ACTION: Check policy for guidance on whether the Parish Council can negotiate on prices. **ACTION: EM/LE**
- HG23/17 Debtors Report - for information only**
 Two reports were presented and duly noted.

There being no other business the meeting ended at 9:10pm.