

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 17th October 2017 at 7.30pm

Present: 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)
Mrs F Harris (Halls Manager)
Mr T Veck (Senior Groundsman)

Public: 1

HG91/17 **To receive and accept apologies for non-attendance**
All Committee members were present.

HG92/17 **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None.

HG93/17 **To receive and accept any personal, non-pecuniary interests relating to items on this agenda**
None.

HG94/17 **To approve the minutes of the Halls & Grounds Committee – 19th September 2017**
Proposed: Cllr Mrs P Wilson
Seconded: Cllr B Nicholson
All in favour who were present at the meeting.

HG95/17 **Public Session - for information only**
One member of the public was present who was a representative of Lilypad Pre-School. She wished to thank the Committee for their endeavours to improve the fabric of Hoe Road Pavilion. The new windows had made a significant difference to the venue, providing more light and greater heat retention. The pre-school is doing very well, she reported, and the staff are grateful for the Parish Council's support.

HG96/17 **Actions arising from meeting 19th September 2017- for information only**
Skate park repairs were noted as still outstanding. The contractor advising on the necessary works was slow to respond and increasingly less optimistic about the project. **ACTION: Seek other contractors' advice before considering Health and Safety actions as appropriate**
ACTION: EM

HG97/17 **Financial Position Year to Date - to note current position**
Noted.
Grant money received but not yet spent hence a healthy-looking balance is reported at present.
Quotations for a replacement flat roof at Priory Park Clubhouse are being gathered.

HG98/17 **Hall's Manager's written report – for information only**
Noted.
Appliances for Priory Park Clubhouse kitchen had now arrived ahead of the refit taking place at the end of October.
Hoe Road roof repairs had been completed (the section over the Pre-School which had been leaking).

A new water heater was being purchased for the Jubilee Hall kitchen as the old one had broken yet again, and it was not cost effective to further repair it. It was noted that popular hall bookings recently were for children's parties and christenings. The Halls Manager was seeking quotes to clear the moss on the Jubilee Hall roof as this seemed to be causing quite a few of the roofing problems recently encountered.

HG99/17

Senior Groundsman's written report - for information only

Current issues were noted.

The bench at Beeches Hill had been removed due to disrepair. Any request for a replacement of this bench would be directed to the Planning, Environment and Highways Committee.

The Japanese Knotweed seeds had been burnt as officially advised to do so.

Thanks had been received from the Public regarding the dog waste bag bin dispensers.

Priory Park Meadow wildflower area had been weed killed and planting due Spring 2018.

Orchard works ongoing by the Gardening Club with replanting of 6 trees planned for November 2017.

Repairs to several of the groundsman's vehicles had been necessary. It was rare for such repairs to be needed at the same time but was noted as such on this occasion. Vehicle and grass cutting equipment options were considered.

HG100/17

Health and Safety

Review of Health and Safety Advisor Report – Lawes Marsh – for consideration

The current service agreement runs until January 2019. The Halls Manager is addressing the need for an extra exit key for Lilypad staff using Hoe Road Pavilion. The Fire Risk Assessment review is due before the end of the year. A request for a Fire Brigade Safety Check Visit was suggested. **ACTION: Seek possibility of Safety Check Visit by the Fire Brigade** **ACTION: EM/FH**

New safety signs for the outdoor gym equipment at Priory Park had been ordered.

Other actions required were in progress.

HG101/17

Portable Appliance Testing – responsibilities and charges to hirers - Paper from Cllr T Wilson – for consideration

It was requested to clarify how often PAT testing was legally required and to investigate other test providers for next year's check. **ACTION: EM**

There was a safety concern noted of a hirer using a high number of electrical items.

ACTION: Check booking conditions/lease hire agreements for terms and conditions relating to PAT testing **ACTION: FH/EM**

Resolved: To ensure users/hirers are asked to PAT test their own equipment and supply a certificate recording this, or be charged for testing by Bishops Waltham Parish Council. This to apply from April 2018.

Chairman's Proposal

All in favour

HG102/17

Budget Setting 2018/19 – Recommendations from the Working Party - for consideration

BW Dynamos were aiming for a grant if they reached the next level of the Hampshire League but this was not confirmed for 2018. There was also a query over requirements such as the need for 'safe transit' between the changing rooms and the pitch which, at present, Priory Park does not have.

Resolved: To recommend the budget proposals to the F,P&R Committee as tabled.

Chairman's Proposal

All in favour

ACTION: EMc

HG103/17

Forward Plan 2014/2018 - for information and update

Noted.

A new 'Market Town Health Check' was due which could inform a new Forward Plan for 2019/2022.

It was noted that the Committee had actioned 'increased facilities for young people' such as the Tennis Court usage and the proposed Youth Shelter.

It was suggested that spare hall space times were given to Sports Architects based in Winchester who could advertise our spare hall times. **ACTION: Cllr Mr S Miller/ EM /FH**

HG104/17 Councillors/Clerks Reports - for information only

Noted.

It was suggested that Heart Start could be contacted regarding training for defibrillator use should the units be installed at PC venues. It was noted that BW Dynamos are able to apply for a 'part' grant to install a unit at the Priory Park Clubhouse and possibly Hoe Road Pavilion.

HG105/17 Requests for future agenda items – for information only

Hall bookings – invoice payment dates

HG106/17 Date of next meeting – 21st November 2017

Noted.

HG107/17 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'.

HG108/17 Tree Works – Quotations from Contractors – for consideration

The three quotations were considered.

Resolved: To select Tosdevine Tree Services as the contractor for the identified tree works on Parish Council land for 2017. To request a price match to ensure best spend for the community.

Proposed: Cllr Mrs P Wilson

Seconded: Cllr Mr A Wright

All in favour

ACTION: EM

HG109/17 Debtors Report - for information only

Noted.

One large overdue payment was currently being resolved so a positive response.

Other debtors being pursued by letter.

A discussion over when payments were due was decided to be considered as a future agenda item to ensure that invoices were paid ahead of the booking taking place.

ACTION: FH/Clerk

There being no other business the meeting ended at 8.52pm.