



**Bishop's Waltham Parish Council**  
Minutes of the Halls & Grounds Committee Meeting  
held in the Jubilee Hall, Little Shore Lane, Bishops Waltham SO32 1ED  
On Tuesday 19<sup>th</sup> June 2018 at 7pm

**Present:** Cllr Mr N Cole  
Cllr Mrs J Marsh  
Cllr Mr S Miller  
Cllr Mr B Nicholson  
Cllr Mrs P Wilson  
Cllr Mr T Wilson

**Non-Committee Members:** 0

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

**Public:** 0

**HG21/18** **To receive and accept apologies for non-attendance**  
Cllr Mr A Wright – Family Commitment

**Resolved: To accept the apologies for non-attendance**  
**Proposed: Cllr Mrs J Marsh**  
**Seconded: Cllr Mr N Cole**  
**All in favour**

**HG22/18** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**  
None

**HG23/18** **To receive and accept any personal, non-pecuniary interests relating to items on this agenda**  
None

**HG24/18** **To approve the minutes of the Halls & Grounds Committee – 15<sup>th</sup> May 2018**  
**Resolved: To accept the minutes of the Halls & Grounds Committee – 15<sup>th</sup> May 2018**  
**Proposed: Cllr Mrs P Wilson**  
**Seconded: Cllr Mrs J Marsh**  
**All in favour who were at the meeting on that date**

**HG25/18** **Public Session - for information only**  
An email had been received querying the time period of licencing for music performance on New Year's Eve at the Jubilee Hall. Although the licence allows events until 1am, it was felt that the venue was in a residential area and clarification should be sought from Winchester CC regarding this matter. **ACTION: Seek clarification on Music Licence for New Year's Eve**  
**ACTION: Admin Officer/Halls Manager**  
Correspondence had been received from BW Dynamos Club providing the result on their hope for promotion.

**HG26/18** **Actions arising from meeting 15<sup>th</sup> May 2018- for information only**  
The skate park would be inspected by the Playground Inspector due to visit next week with results brought to Committee at the July meeting.  
There was a delay to the works starting on the kitchen cupboards in Jubilee Hall but it was hoped it would all still be completed within a few days.  
The final measurements had been taken for the new windows at Priory Park Clubhouse and a date would soon be given for the start of these works.  
The footpath extension at Priory Meadow was currently underway.

The storage areas at Priory Park for BW Dynamos had been visited and inspected. An idea was suggested to provide a bigger container for the Club to store all their resources in rather than many small units. The old container could then be moved for PC use. It was noted that the container on site belonged to BW Dynamos. **ACTION: Gather costings for large container unit and associated installation** **ACTION: Admin Officer/Snr Groundman**

**HG27/18**

**Financial Position Year to Date - to note current position**

Duly considered.

Negative values noted on report but explained as accruals for expenditure to be incurred in later months.

**HG28/18**

**Capital Control Report Review – for consideration**

Report noted and considered. Spending budgeted for to be scheduled throughout the financial year. A first quotation had been received for the replacement flooring for the Jubilee Hall foyer and Gold Room. The grant for the Priory Park Clubhouse changing rooms was yet to be applied for and now on hold as no works would go ahead until the senior team had been promoted and required the specified modification. The same situation was noted for the steps project at Priory Park. A meeting to discuss the land at Pondsides was due to be scheduled by the Clerk with any feedback to be heard at the next Halls and Grounds Committee meeting.

**HG29/18**

**Hall's Manager's written report – for consideration**

Noted.

Deposit returned for large event as over two weeks' notice had been duly given.

Unbudgeted substantial redecoration work was anticipated following the replacement window installation project in August at Priory Park Clubhouse. It was planned that the Community Payback Scheme workers would undertake this task. Priority would be given to the main hall then the changing rooms.

**HG30/18**

**Senior Groundsman's written report - for consideration**

Noted.

The Administration Officer was still pursuing the alternative CCTV service provider to ensure the replacement was at the same level as the previous supplier.

**HG31/18**

**Health and Safety – Review of H&S Advisor Report (Lawes Marsh) – for consideration**

Noted.

Highlighted areas of the report were discussed and staff were aware of minor matters arising to attend to before the next meeting in early July. The Committee recognised the work undertaken by the H&S consultant and the positive contribution made to the Parish Council.

**HG32/18**

**Fire Risk Assessment Reports – 2018 Survey– for information**

The reports were based on the findings of the surveys carried out in February and May 2018 by the Safety Officer (The Clerk), Halls Manager and Administration Officer. Remedial actions had been undertaken since the last survey and staff are aware of standards to uphold. The H&S consultant had reviewed the reports favourably and advised on ongoing matters. A professional survey would be advisable in due course to confirm the current effective practices.

It was also noted that the Health and Safety Audit was under regular review by the H&S Consultant, with assistance from Office Staff, and was last updated in January 2018.

A reminder was given that 'hard wire testing' would be needed in 2019 on all equipment hardwired into the buildings so a budget would need to be set for this. Estimates of cost should be sought for this project. **ACTION: Gather estimate of costs for hard wire testing in PC venues**

**ACTION: Admin Officer/Halls Manager**

**HG33/18**

**Dynamos Licence and Rates for 2018-19 – for consideration**

The information presented was for the Committee to review. The detail would be further discussed, to finalise the final proposal, within a working party consisting of both H&G Committee Councillors and BW Dynamos representatives.

It was noted that the original licence had been based on mini soccer being played at Priory Park but senior games are also being played at this site. The rates charged for games should reflect this change.

BW Dynamos had stated that they did not want the main hall included in their licence for 2018-19 and would use the side kitchen for refreshments and storage instead. It was queried whether the senior team would want to use the Hoe Road site if they had played at Priory Park for 2017-18, due to the damaged ground conditions at Hoe Road. From correspondence received, it seemed that the senior team did still want the Hoe Road pitch and its licence thereof.

It was felt that a schedule of games would be required, and a log of games actually played to be reported by the Grounds Staff.

**Resolved: To appoint a working party of Cllr Nicholson, Cllr T Wilson and the Administrative Administration Officer to meet with representatives of BW Dynamos Football Club to review and agree the Dynamos Licence for 2018-19 and associated rates for grounds hire.**

**Chairman's Proposal**

**All in favour**

A first meeting date for the councillors on the working party was set as Tuesday 26<sup>th</sup> June at 9am.

**HG34/18 Notes from Meeting with Friends of Bishop's Waltham Junior School regarding Fireworks Display 2018 – for information only**

Changes at the site (new hirer in the Pavilion and adjoining green space) had meant a discussion was required to plan this year's event.

Queries were raised over storage, skip usage, cones, hire of tables and chairs and land charge. **ACTION: Propose charges and licence to be made to FOBS, to highlight the changes to charges are clear and ensure equitable rates given to all hirers. Present licence and rates to F,P&R at September meeting for recommendation.**

**ACTION: Admin Officer**

**HG35/18 Summary of Recent Tree Survey Undertaken – for information**

The summary was noted as a very valuable audit.

A staggered schedule for future surveys was considered but a debate followed on whether to do this by site or by tree condition.

The budget for the works recommended was reviewed.

**HG36/18 Forward Plan 2014/2018 - for information and update**

Noted. A new plan was being formulated.

**HG37/18 Councillors/Clerks Reports - for information only**

Noted.

Cllrs Mr T and Mrs P Wilson reported on their recent visit to the Infant School to view playground models which had been most interesting.

The four donated oak trees were suggested to be planted at two sites – two in Priory Meadow and two around the petanque terrain in Priory Park.

**HG38/18 Requests for future agenda items – for information only**

None.

**HG39/18 Date of next meeting – 17<sup>th</sup> July 2018**

Noted.

**HG40/18 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, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.**

**HG41/18**

**Quotations for Bowser and Storage Container Unit – for consideration**

Deferred discussion on storage container units due to issues currently under consideration regarding storage at Priory Park.

The bowser was noted as needed for watering trees at Priory Meadow and at any Parish Council venue, plus washing down the play areas.

**Resolved: To recommend to F,P&R Committee the purchase of a Towed Pressure Washer from SCH Supplies at a price of £2525 + VAT**

**Proposed: Cllr Mrs J Marsh**

**Seconded: Cllr Mr S Miller**

**All in favour**

**ACTION: Admin Officer**

It was noted that this purchase would not be made until suitable storage arrangements had been confirmed.

**HG42/18**

**Health and Safety Consultancy Services – for consideration**

The papers presented were considered.

**Resolved: To continue with Lawes Marsh Consultancy, pending approval of costs for 2019-2021**

**Chairman's Proposal**

**All in favour**

**ACTION: Clarify future costs with Lawes Marsh for renewal of contract and report back to H&G Committee**

**ACTION: Admin Officer**

**HG43/18**

**Debtors Report - for information only**

The Halls Manager confirmed that many debts listed had now been cleared. Odd figures need tidying up by raising, but not issuing, an appropriate credit note or invoice. **ACTION: Halls Manager**

There being no other business the meeting ended at 20.48pm.