



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 16th July 2019 at 7pm

Present: Cllr Mr N Cole
Cllr Mrs J Marsh
Cllr Mr B Nicholson (Chairman)
Cllr Mrs P Wilson
Cllr Mr T Wilson (Vice Chairman)

Non-Committee Members: 1

In attendance: Mrs E McKenzie (Clerk to the Committee)

Public: 2

HG45/19 To receive and accept apologies for non-attendance
Cllr R Haysom – indisposed

Resolved: To accept apologies for non-attendance
Proposed: Cllr Mrs J Marsh
Seconded: Cllr T Wilson
All in favour

HG46/19 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
None

HG47/19 To receive and accept any personal, non-pecuniary interests relating to items on this agenda
None

HG48/19 To approve the minutes of the Halls & Grounds Committee – 18th June 2019

Resolved: To accept the minutes of the Halls & Grounds Committee – 18th June 2019
Proposed: Cllr Mrs P Wilson
Seconded: Cllr Cole
All in favour

HG49/19 Public Session - for information only
There were two members of the public present who were representatives of Bishop's Waltham Dynamos Football Club attending in relation to the agenda item under correspondence.

HG50/19 Actions arising from meeting 18th June 2019 - for information only
Noted.

HG51/19 Financial Position Year to Date - to note current position
Noted.

HG52/19 Capital Control Report Review – for consideration
Noted.
All available CIL money was at present allocated to the Jubilee Hall car park extension project. The Vice Chairman stated that he was calling for a working group meeting to confirm the next priorities for when any further CIL money would be released to the Parish Council. A drainage report was due for Pondsides which the Executive Officer was organising.

HG53/19 **Hall's Manager's written report – for consideration**
Noted.
A letter was requested to be sent to the Hall's Manager offering thanks for her work in the role and sound recommendations for Parish Council projects. **ACTION: DEO**
The replacement Administration Assistant was settling in well and had liaised with the contractor to schedule in works for the Gold Room.
The roofing issue at Priory Park Clubhouse was being investigated and remedial action was being taken.

HG54/19 **Senior Groundsman's written report - for consideration**
Noted.
Portable senior goals were considered as a solution to the problem of anti-social behaviour at the pitches as well as hard wear on certain areas of the grounds which then required remedial works. It would mean positioning of the goals would be more flexible in the future. Quotes had been gathered and two pairs would be required.

Resolved: To recommend to the F,P&R Committee the costs (estimated to be £4,800 + delivery + VAT) to purchase two pairs of senior portable goals.
Chairman's Proposal
All in favour

TV to supply quotes for 2 pairs of portable senior goals **ACTION: TV**
To present quotations to the F,P&R Committee **ACTION:DEO/EC**

HG55/19 **Correspondence** **i) Dynamos Football Club Chairman – for consideration**
ii) Active Academy – for consideration

i) Dynamos Football Club Chairman – for consideration

The Chairman of the Committee invited the Chairman of Dynamos Football Club to clarify and explain issues expressed in email correspondence received by the Deputy Executive Officer for the attention of the committee. Points raised included: concern over charge increase, concern over viability of club, request for annual agreement not seasonal, query over benefits of lease rather than licence, concern that charge increase is a business not community minded decision.

The Chairman and Committee members responded to explain the position of the Parish Council. Points raised included: The Council representing the whole electorate of Bishop's Waltham and is accountable to them all to justify costs and manage facilities, the clear and transparent regular meetings with hirers, notes on the many projects progressed for the club recently - changing rooms and kitchen upgrade, grounds maintenance to pitches, repairs to dugouts, purchase of defibrillator, support for tournament, approval of signage and sponsorship display and consideration for additional storage container using a Parish Council grant.

The Chairman reiterated the Council's support of the club with the vested interest shown in all the projects undertaken for the club's benefit. The charges had been reviewed and increases had been unavoidable as the pitches are used more frequently and by more senior teams than previously and so the charges for 2019/20 onwards reflected this change. The club accounts were considered and the viability covered for a number of years. The charge for use would now only increase with CPI each year and so could be calculated as a forecast to aid projection of costs for future years.

Resolved:

- i) To uphold the licence agreement for 2019/20 as agreed by the Finance, Policy and Resources Committee**
- ii) To recommend to the Finance, Policy and Resources Committee a 3 year licence from August 2020- May 2023 at agreed charges plus CPI, subject to changing pitch requirements**

Proposed: Cllr T Wilson

Seconded: Cllr Mrs J Marsh
All in favour

ACTION: DEO/EO

ii) Active Academy – for consideration

The paper was considered, and the management noted as a business and therefore different to other voluntarily run organisations. The rates for the previous period were based on the previous club managing the site which was now out of date and due for review and a comparison between other sites required.

Resolved: To review area used and calculate an appropriate charge based on the Parish Council formula and to then review licence for 2020.

Proposed: Cllr Mrs J Marsh

Seconded: Cllr N Cole

All in favour

ACTION: DEO

HG56/19

Forward Plan 2019-2023 - for consideration

i) Forward Plan Projects – for consideration

Noted projects in progress.

BBQ area to be included in September agenda with proposals on siting and quotations for brick BBQ with concrete base.

ii) Items Not Included in Forward Plan – for consideration

Noted.

To be discussed fully on September agenda.

HG57/19

Councillors/Clerks Reports - for information only

Noted.

HG58/19

Requests for future agenda items – for information only

Items noted previously in the meeting.

Forward Plan Item 12 – Victoria Road development.

HG59/19

Date of next meeting – 17th September 2019

Noted.

Cllr Mrs Marsh offered her apologies as she had family commitments on this date.

HG60/19

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’.

HG61/19

Quotations for Portable Appliance Testing 2019 – for consideration

Cllr Shields advised that PAT needs to be done on Parish Council venues but the frequency and to what degree should be clarified.

Resolved: To approve UK Safety Management to undertake Portable Appliance Testing at Parish Council venues for 2019 at a cost of £99 for 70 items and 85p per item thereafter (+ VAT)

Proposed: Cllr N Cole

Seconded: Cllr Mrs P Wilson

All in favour

ACTION: Clarify frequency and detail required for PAT at Parish Council venues with H&S consultant

ACTION: DEO

HG62/19

Quotations for Defibrillator for The Jubilee Hall – for consideration

Cllr Shields advised on the facts and statistics of defibrillator usage and raised awareness of the role of the Community First Responders. The Committee replied that a number of

requests from the community, and hirers of the hall, had been made for the provision of such a unit and this would reassure the public that their concerns were being addressed. It was felt that that Community First Responders were highly regarded by the community and the provision of the unit did not devalue the group but gave additional confidence that help was available in any scenario.

Resolved: To purchase a Rescue Sam Primary Care defibrillator at a cost of £1,269 + VAT, with installation cost of £150

Chairman's Proposal

All in favour

ACTION: DEO

ACTION: Draw up a maintenance plan with the assistance of Meon Valley Heart Start

ACTION: DEO

HG63/19

Quotations for Fencing Replacement at Claylands Road Play Park– *for consideration*

The quotations were considered.

Resolved: To approve SW Marchant Ltd to undertake the replacement fencing project at Claylands Road Play Park at a cost of £716.44

Proposed: Cllr Mrs Marsh

Seconded: Cllr B Nicholson

All in favour

ACTION: DEO

HG64/19

Quotations for Fire Risk Assessments at Parish Council venues– *for consideration*

The quotations were considered.

Resolved: To approve Anolex to undertake the Fire Risk Assessments at Parish Council venues at a cost of £730 +VAT

Proposed: Cllr Mrs P Wilson

Seconded: Cllr N Cole

All in favour

ACTION: DEO

ACTION: Clarify frequency required for new/updated Fire Risk Assessments at Parish Council venues with H&S consultant

ACTION: DEO

HG65/19

Quotations for Upgrades of Toilets at Hoe Road Pavilion– *for consideration*

The quotations were considered.

Resolved: To recommend KJN Home Improvements to undertake the upgrade of toilets at Hoe Road Pavilion at a cost of £12,373.42 +VAT to the F,P&R Committee

Proposed: Cllr Mrs J Marsh

Seconded: Cllr Mrs P Wilson

All in favour

ACTION: DEO/EO

HG66/19

Debtors Report - *for information only*

Noted.

Cllr T Wilson and the Halls Manager had reviewed the report. Cllr T Wilson would review the small amounts still listed on the report and take action as appropriate.

There being no other business the meeting ended at 9.10pm