

MINUTES OF THE FACILITIES COMMITTEE

Meeting held on **Tuesday 6 September 2016** at **7.45 pm** in the Parish Office

Present:

Councillors Dr Barnard (Chair), Ms Healy and Towle

In attendance:

Jason Mawer, Parish Clerk

A047. Apologies for absence

Apologies were received from Cllrs Dr Haffegge, Harrison and Jones.

A048. Declarations of interest and dispensations

Cllr Dr Barnard declared his standing interest as a Borough and Town Councillor.

A049. Minutes of the meeting of 5 April 2016

The minutes of the previous meeting were circulated to members ahead of the meeting. It was proposed by Cllr De Barnard, seconded by Cllr Towle and RESOLVED to approve and adopt the minutes of the meeting of 5 April 2016.

A050. Matters arising from the last meeting

The Clerk advised members that the redecoration of the internal areas of Brownlow Hall had been completed. The new lighting installations had also been completed. The reglazing of the blown window unit in the Rose room was due to be completed by the end of the week and despite contacting a number of local companies no one had yet shown an interest in carrying out the work.

A051. Finance 2015/16

The financial report had been circulated to members ahead of the meeting. It was noted that income was in line with forecasts.

The Clerk reported that expenditure was currently running ahead of budget for cleaning & caretaking and for the maintenance of the play areas. The new caretaker had joined the organisation at the start of the current week and the Clerk advised that he was using the caretaker's time to catch up on maintenance issues due whilst retaining the contract cleaning company. Members agreed that it was financial prudent to cover the cleaning role than bring in a maintenance contractor to carry out the small scale maintenance like painting playground equipment and noticeboards. The committee would review this further at the next meeting.

The Clerk would report on play equipment as part of item A054 the condition report.

A052. Horticulture

A paper was circulated to members detailing proposals for the horticultural maintenance of Brownlow Hall and Whitegrove Community Centre. These together with proposals for Frost Folly would be used to produce a schedule for contract tendering.

Members agreed with the proposals and asked the Clerk to draw up a specification.

A053. User report

The Clerk reported that regular users were now returning after the summer break. A new drama group were using Brownlow Hall for one hour on Saturday mornings and the Scouts were due to use Whitegrove on Friday evenings after cubs.

The Clerk reported that the agreement for Sunday usage of the Brownlow Hall with the church had come to an end and it was agreed that the Clerk and committee chair should meet with church representatives as soon as possible.

A054. Cleaning, caretaking and condition report

The Clerk reported that the halls were currently at a high standard thanks to the work of the contract cleaners. With the new caretaker beginning some minor repairs would be carried out.

Cllr Dr Barnard asked the Clerk if, with the nights drawing in, uneven surface signs might be installed at Brownlow Hall. The Clerk was asked to look into fitting these.

The Clerk reported that the deck of one of the climbing frames at the Memorial Ground was failing and was highlighted a concern on a recent inspection report. The equipment in question had been sealed off and replacement parts ordered. There was a four week lead time for delivery.

Members asked the Clerk about the shed at Whitegrove in light of the replacement supplied for the pre-school at Brownlow. The Clerk was asked to evaluate if the committee could replace the shed before the winter and if the funds could be found he was delegated to install a shed to a similar price and specification.

A055. Comments and complaints

The Clerk reported that users had commented on the high standard the halls were presented in as they returned from the summer break.

A056. Items for Information

The Clerk advised the committee that he would begin work on a cancellations policy for bookings. He asked members for their views on holding booking deposits as well as damage deposits. Members asked the Clerk to investigate how other local organisations deal with this and report back for consideration further.

The Clerk was asked to investigate ahead of the budget round the opportunity to offer favourable rates to local residents for bookings.

A057. Date of next meeting

The date of the next meeting was agreed as Wednesday 16 November 2016.

A058. Closure of the meeting

The meeting was closed at 8:35pm