

MINUTES OF THE FACILITIES COMMITTEE

Meeting held on **Wednesday 16 November 2016** at **7.45 pm** in the Parish Office

Present:

Councillors Dr Haffegée, Harrison, Ms Healy, Jones and Towle

In attendance:

Jason Mawer, Parish Clerk

In the absence of Cllr Dr Barnard, Cllr Ms Healy took the chair

A059. Apologies for absence

Apologies were received from Cllrs Dr Barnard.

A060. Declarations of interest and dispensations

No declarations of interest were requested or made.

A061. Minutes of the meeting of 6 September 2016

The minutes of the previous meeting were circulated to members ahead of the meeting. It was proposed by Cllr Ms Healy, seconded by Cllr Towle and **RESOLVED** to approve and adopt the minutes of the meeting of 6 September 2017.

A050. Matters arising from the last meeting

The Clerk advised members that agreement had been made with the churchwardens to release the Brownlow Hall from the church booking on a rolling three month basis.

The climbing frame at the Memorial Ground had been repaired.

The Clerk reported that work on the cancellation policy had begun, but would be linked to a review of the hire agreement and lettings information.

The Clerk advised members that work was underway on the horticultural contract, but he was waiting for further information on Frost Folly before proceeding. Cllr Ms Healy advised that the lynch gate and surround should be included in the contract.

A063. Finance 2016/17

The Clerk provided a verbal update on the finances. Both income and expenditure were within budget forecasts.

A064. Winter Weather Policy and Plan

A paper was circulated to members containing a draft Winter Weather policy and plan. The Clerk outlined the proposals in the policy and plan which included how and when salt would be applied in the event of adverse weather. Subject to minor amendment the policy would be recommended for approval by full council. The Winter Weather plan 2017/18 was approved by members.

The Clerk was asked about Frost Folly car park. The council does not salt the area in bad weather but would it be required to do so when it was associated with the SANG land. The Clerk would investigate.

A065. User report

The Clerk reported on the current usage of the Brownlow Hall and Whitegrove Community Centre. There had been no changes in the regular usage.

The Clerk presented to members a proposed leaflet for the local community giving details of the groups and activities taking place at the council's facilities. The Clerk explained that the leaflet was not an endorsement of the groups, but merely a signpost for those looking for information. The leaflet would be available from the Parish Office, the council website and from the Brownlow Hall and Whitegrove Community Centre.

Members were supportive of the concept but asked that it be retitled from 'what's on' they also asked that it be clear that fees may be payable to attend sessions and that the public should check availability before attending. The Clerk would implement these changes. The Clerk was asked to see if QR codes could be used to link site.

A066. Cleaning, caretaking and condition report

The Clerk reported that both the halls remained in a good condition. There is an issue with the temperature in the main hall at Brownlow. The temperature was being monitored by the Caretaker, but the issue appears to be with the fan heaters. The Clerk told members that the heaters preceded the refurbishment so were over 15 years in age. The Clerk asked permission to seek specialist advice on how heating and insulating capacity could be increased. Members agreed, although any works required would need to budget for 2017/18.

The Clerk advised he was still awaiting contact from BFC over the Whitegrove Community Centre issues and he had asked for a meeting.

A067. Budget Considerations

Members discussed items to be included in the 2017/18 budget. In addition to setting aside money for the heating and insulation at Brownlow Hall, members asked the Clerk to included provision for:

Replacement lobby carpet at Whitegrove Community Centre

Allotment running costs

Erection of flagpole

Christmas tree and lights

A068. Comments and complaints

The Clerk reported that he had received comments on social media over why Binfield had Christmas trees but not Warfield.

A069. Items for Information

The Clerk advised members he had received a request from an astronomy group to use Frost Folly. Members agreed but suggest the astronomy groups share a key for access.

The Clerk advised members that Plus Three Nurseries had received an unannounced food hygiene inspection that day and had passed with five stars. There was an issue with pressure from the hot tap in the kitchen that the caretaker would investigate.

A071. Date of next meeting

The date of the next meeting was agreed as Tuesday 7 February 2017.

A072. Closure of the meeting

The meeting was closed at 9:09pm