

CHURCH CROOKHAM PARISH COUNCIL

Initial:

Date:

Minutes of the Meeting held:

Date and Time: 8.08pm Monday 12th August 2019

Place: Church Crookham Community Centre, Boyce Road, Crookham Park, Church Crookham, GU52 8AQ

Present:

Councillors: Gill Scott (GSc) (Chair), Helen Butler (HB), Gill Chatfield (GC), Cristina Harris (CH), Gareth Saunders (GSa), Jenny Radley (JR), Debbie Moss (DM)

Also: Sally du Gay (Clerk)

There were no members of the public present

039/19	Apologies for absence No apologies had been received	
040/19	To agree approved minutes for signing of previous meeting held on 10th June 2019 The minutes were approved and signed as a true record of the meeting Proposed GS, seconded GC all in favour	
041/19	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members No written dispensations had been received	
042/19	Declaration of interest relating to any item on the agenda No declarations of interest were made	
043/19	Chairman's Announcements The Chair made the following announcements: <ul style="list-style-type: none">▪ Peter Driver event summary - better attendance than prior year but heat probably kept people away again. A lot of effort went into organisation and thanks to all staff RR, MT and SDG for organising and helping. Street Snooker hosts were late may not use in future!▪ Tennis event summary - The Tennis Open day ran on Thursday 8th August from 12pm to 3pm on the tennis courts. Three qualified tennis coaches and three assistant coaches were hired to deliver group tennis lessons to members of the public that had pre-booked via Rebecca. It was extremely well attended and the feedback from the public attending was brilliant: <i>'This is brilliant! Thank you so much for organising, the children and I think this is great.'</i> <i>'Hello Rebecca, I just wanted to say thank you for today. Sophia and Samuel really enjoyed their session and really want to play more now.'</i> Rebecca handed out flyers to everyone that attended, advertising our membership prices. The coaches who attended were also very interested in running holiday camps and tennis lessons from the courts too, so hopefully we	

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	<p>will see an increase of usage of the courts.</p> <ul style="list-style-type: none"> ▪ Pre-school surfacing booked for week commencing 19th August ▪ Graffiti outcome - graffiti removed leaving a residue marks that will weather away in time. ▪ Community Centre redecoration outcome - Oak Hall, Acorn Hall, the lobby, the meeting room, the lobby and toilets have all been repainted (walls and woodwork). The contractors hope to be finished by Monday 12th August. It all looks great. Overall, we have managed to work around any existing bookings, and it has been good value for money. Maybe next time we should consider closing the community centre to regular classes while the repainting is being done. 	
044/19	<p>Public session This is an opportunity for members of the public to bring matters relating to items on the agenda to the attention of the committee</p> <p>No members of the public were present to comment</p>	
045/19	<p>Community Survey To receive an update and approve any additional costs associated with issue of survey</p> <p>Email sent by Clerk on 1st August summarised status of the survey in relation to: Printed version – general consensus that artwork updated by printing company was suitable and final changes have been submitted to them to be reviewed upon return on Clerk w/c 19th August SurveyMonkey version – cross referencing is needed between the printed version and SM version to ensure they are aligned as closely as possible based on formatting within the software and space constraints of paper version</p> <p>Costs likely are as follows: Already approved £680 printing Delivery £350 Budget for survey was £1,000</p> <p>Additional costs for approval include: £170 for ballot boxes to collect printed versions at several locations around the community. £200 for artwork carried out by printing company £384 Annual Individual Advantage subscription Surveymonkey - to upgrade to enable extra functionality of survey and to analyse results</p> <p>Will result in £784 over-spend</p> <p>It was resolved to approve an additional budget of £1000 to cover ballot boxes, artwork and Surveymonkey subscription, to be paid from budget 4828 Community Plan.</p> <p>Proposed GS, seconded GC all in favour</p>	Clerk

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046/19	<p>Allotment Toilet Project To receive and approve quotes for the allotment toilet project</p> <p>See report 046/19 for update on project and for quotes to be approved for groundworks to facilitate toilet pod.</p> <p>It was resolved to accept the quote from Gunns Contractors, to be paid from budget code 4832/185 – S106 project/Allotment Toilet and to request that the Men’s Shed contribute £ 2,004 to cover excavation costs (invoiced separately). Any overspend in budget is to be taken from S106 £100K annual contribution</p> <p>Proposed GSa, seconded GC all in favour</p>	FO
047/19	<p>Pre-School Lease To receive an update following a meeting to discuss renewal of Pre-school lease and approve any actions arising</p> <p>It was resolved to approve the following actions:</p> <ol style="list-style-type: none"> a. To extend the lease to 10 years; b. To include a 2-yearly break clause in the lease; c. To include the provision that Crookham Sunshines (CS) must maintain the standard of the building in excess of the routine bi-annual redecoration; d. To include emergency contact details for two members of CS staff e. To include a list of CCPC owned assets within the licensed area in the lease; f. To amend the price clause to the lower of CPI or advertised rates for the community centre facility as reviewed in April each year; g. To amend reference to clause 4.3 h. For the Clerk to re-draft the lease to include the amendments agreed in a. to g. and for the Clerk to use HALC 1-hour FOC legal services to review the re-drafted lease. i. To investigate a bespoke trolley for furniture movements for CS staff to prevent party hirers from using the tables and chairs in the pre-school; <p>Proposed GS, seconded DM all in favour</p>	Clerk
048/19	<p>Wildflower Areas To receive an update following Clerk meeting with Conservation Officer from Hart DC</p> <p>It was resolved that costings should be established for both options for all areas individually.</p> <p>Proposed GC, seconded JR all in favour</p>	Clerk / FO
049/19	<p>Football Hire Agreement Terms & Conditions To receive and approve updated version of Terms & Conditions of hire</p> <p>Ts & Cs have not been reviewed for several years only minor amendments suggested.</p> <p><u>5-a-side Ts & Cs:</u></p> <p>2. CHARGES/PAYMENT</p>	RFO

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	<p>a. Charges for hiring shall be in accordance with the Scale of Charges as fixed from time to time by Church Crookham Parish Council. Church Crookham Parish Council reserves the right to require payment of the full charge at the time of booking or at any time prior to the date for which the facility is booked.</p> <p>b. If the facility shall be used for any purpose before or after the times specified in the Agreement, the hirer shall pay to Church Crookham Parish Council on demand for such use in accordance with the Scale of Charges.</p> <p>c. Methods and timings for payment:</p> <p>1) Single bookings – will be invoiced in advance and must be paid before the booking.</p> <p>2) Block bookings –</p> <p>a) Bookings that are charged VAT will be invoiced on a monthly basis in arrears. (Remove “in arrears” as current practise varies according to the team being invoiced)</p> <p>9 INDEMNITY & INSURANCE</p> <p>a. The Hirer shall be responsible for and keep Church Crookham Parish Council fully indemnified against all damage (including damage to the facility), damages, losses, costs, expenses (remove damages – word not required twice)</p> <p><u>Grass pitch Ts & Cs:</u></p> <p>3. HIRE OF THE FACILITY</p> <p>a. Church Crookham Parish Council permits the Hirer to have use of the facility for the period, and during the hours, specified in the Hire Agreement for the purpose of the relevant event.</p> <p>b. Notwithstanding the permission granted in Clause 3.a, Church Crookham Parish Council reserves the right, exercisable at its entire discretion, to refuse admission to the facility to any particular person or persons in the interests of security and/or good management of the facility. (Remove particular – not required)</p> <p>It was resolved to approve the amendments detailed above Proposed GS, seconded JR all in favour</p>	
050/19	<p>Computer Hardware upgrade To consider approval for upgrade to office computers</p> <p>It was resolved to approve the purchase and installation of two desktop PCs for the Clerk and the Community Centre Officer, to be paid from budget code 4128 Computer maintenance and hardware.</p> <p>Proposed GS, seconded GC all in favour</p>	FO
051/19	<p>Fire Risk Assessment To receive the fire risk assessment report and approve the required actions Report circulated</p> <p>The summary was reviewed It was resolved to approve the required actions Proposed GS seconded GC all in favour</p>	CCO

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052/19	<p>Water Hygiene Survey To receive the water hygiene survey and approve the required actions Report circulated</p> <p>The summary was reviewed</p>	CCO / FO
053/19	<p>Quotes To receive and approve quotes for other works (all prices ex VAT)</p> <ol style="list-style-type: none"> 1) Sound Reduction.co.uk - Acoustic soundproof for meeting room £572.40, to be paid from Community Centre EMR code 355 Proposed GS, seconded GC all in favour 2) Moles £150 & Ants £240 – Ant work has been carried out, to be paid from budget 4325/130 – Open Space Maintenance, moles to be deferred Proposed GC, seconded GS all in favour 3) JFK - toilet seats, taps to pre-school – October meeting 4) Hearing Loop – include in budget for 2020/2021 5) New fire extinguishers for Peter Driver as Chubb contract due to be replaced use Richard Thorpe as per all other sites £203 to be paid from budget 4230/120 – General Maintenance Peter Driver Proposed GS, seconded DM all in favour 6) Axis Fire & Security - Replacement battery pack for emergency lights in community centre meeting room, supply & install £68 to be paid from budget 4346/450 Community Centre – Fire Proposed GC, seconded GS all in favour 7) Chesilton Woods - to cut up one fallen Sycamore and remove one Sycamore tree at risk of falling: <ul style="list-style-type: none"> ○ Cedardale <ul style="list-style-type: none"> ▪ to cut up fallen tree, leave timber and brushwood stacked on site and clear any footpaths by 1 metre £220.00 ▪ Fell to approximately ground level adjacent Sycamore, leave timber and brushwood stacked on site but clear any footpaths by 1 metre £660 <p>To be paid from 4325/130 – Open Space maintenance Proposed GS, seconded GC all in favour</p> 8) Replace work surface, sink and hob in community centre kitchen: Quotes for supply & install of work tops only: <ul style="list-style-type: none"> ○ Chelsea Kitchen & Bathrooms – <ul style="list-style-type: none"> - £1,380 – laminate worktop - £3,795 – quartz worktop <p>Approx. budget required for sink & hob £500 It was suggested that refurbishment of the whole budget should be included in the longer-term budget.</p> 	CCO / FO

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	Follow up on other potential quotes not required in short term: Water heater in kitchen cleaned and no need for replacement currently Oak Hall flooring due to be deep cleaned now on quarterly basis and monitor for replacement needs – include in longer-term budget	
054/19	To confirm date for the next meeting Next Facilities Committee to be held October 14 th	

The meeting closed at 20:55

Signed:

Date: