

Edlesborough Parish Council

Minutes of the General Purposes Committee Meeting

Wednesday 5th May 2004

at 7.30 pm at Edlesborough Memorial Hall

Present

Mr Wilkinson (chair), Mr Cabbage, Mr Brown, Mrs Prys-Jones and Mrs Parker (co-opted member). There were no parishioners present.

Apologies

Mrs Thompson, Mr Parker (co-opted member).

Minutes of previous meeting

The minutes of the previous meeting (7th April 2004) were agreed. The minutes approved included items 6 and 7 on page 6 which had been inadvertently omitted from the draft version circulated previously.

Matters arising from previous minutes

None

Edlesborough Memorial Hall

EMH Items carried over from previous meetings

Helpful Hints for Users

A list of helpful hints had been compiled by Mrs Parker as requested at the previous meeting and it was agreed that these should be presented in A3 poster format and displayed conspicuously inside the Hall. A suggested draft poster layout was discussed and it was agreed that Mrs Parker would take the draft away to check it and bring it back to the next meeting with any further suggestions that she thinks should be incorporated.

Follow in June

Replacement Floor

Following approval at the last EPC meeting to employ a consultant to advise on a suitable specification for a replacement floor in the main room, a local structural engineer was identified and it was agreed that Mr Brown would contact him on behalf of the Committee. It was also agreed that the short-term repairs to the floor would be delayed to enable the consultant to examine the sub structure in the area to be repaired.

Follow in June

Debris on roof and cracked roof tile

The Clerk reported that Mr Thorn hopes to carry out this work in the next two weeks subject to suitable weather. **Follow in June**

Cleaning of gutters

The Clerk reported that Mr Thorn hopes to carry out this work in the next two weeks subject to suitable weather. **Follow in June**

Damaged paving slabs on boundary with Edlesborough Autos

The Clerk reported that BCC failed to arrange a meeting in April as previously discussed and she will therefore chase Clifford Marshall for a new date. . **Follow in June**

Protection of gas supply pipe

The Clerk reported that Mr Thorn hopes to carry out this work in the next two weeks subject to suitable weather. **Follow in June**

Cleaning of heater filters in main hall

Although this item remains on the follow list, it is not due to be discussed again until November. **Follow in November**

Boiler Room floor tiles lifting

It was agreed at the 15th April site meeting that Mr Parker would attempt to re-stick the tiles that have started to lift. **Follow in June**

Electrical inspections

It was agreed that when the electrical inspections of the Hall and Pavilion are carried out later this month, the Caretaker will ask Mr Barnard to issue the certificate for the maximum period permissible and enquire what a sub-clause 3.5 check consists of. This relates to the documentation supplied by Mr Barnard via the Clerk, which indicates that inspections and testing are only necessary every 5 years but sub-clause 3.5 routine checks are required annually. **Follow in June**

Exterior Woodwork Repairs

It was agreed that Mr Brown would ask the consultant agreed to in item 2, to also advise on the extent of the repairs necessary to the exterior woodwork that has been observed to be rotten. **Follow in June**

FOES Hall Hire Agreement

It was agreed that the Caretaker would supply FOES with a hire agreement form to be signed prior to their use of the Hall in conjunction with their car boot sale at the end of May. This is to ensure that they confirm acceptance of the new standard conditions relating to their use of the Hall. **Follow in June**

Annual service of floor polisher

The Caretaker confirmed that she will arrange the annual service when it becomes due.

Item Closed

Under Fives use of the fridge

The Caretaker confirmed that a trial arrangement was now in place allowing the Under Fives staff to use one of the fridges and appeared to be working satisfactorily so far. **Item Closed**

Replacement kettle

The Caretaker confirmed that the faulty kettle has now been replaced. **Item Closed**

EMH Bookings Secretary/Caretaker's Report

The EMH Bookings Secretary/Caretaker's Report had been circulated to all Committee Members prior to the meeting and so only items arising from the report were discussed.

New EMH items arising from Caretaker's report

New Agreement forms

It was agreed that the Caretaker would provide all the regular Hall users with a new agreement form for signature, to confirm their acceptance of the revised Standard Conditions.

Follow in June

Grass cutting around the EMH

It was confirmed that this is part of the Reyven grass-cutting contract. **Item Closed**

Cemetery rubbish filling EMH bin

It was explained that this should not be a recurring issue as part of the Reyven contract for the cemetery includes removal of the rubbish. **Item Closed**

Any other new EMH items

None

Edlesborough Green (including the play equipment, car parks etc)

Green items carried over from previous meetings

Proposed by-law notices for Edlesborough Green

The Clerk reported that these are expected in about two weeks. **Follow in June**

Ruts near Pavilion car park / bare patches / re-seeding

The quote from Reyven had been received that afternoon and was discussed by the Committee.

It was agreed that we should go ahead with reseeding the practice pitch goalmouth but instead of over seeding the entire playing pitch we should just reseed the goalmouths. It was also agreed that we should go ahead with the selective weed kill, the re-turf at the front/side of the Pavilion and the topsoil/seed of the Dagnall goalmouth. It was recognised that as the cost of these items was slightly in excess of the budget provision, authority for the over-spend will need to be referred to the next EPC meeting.

It was also agreed that the Cricket Club should be requested to fund the soil & seed of the bowlers' marks and that the Tennis Club should fund the soil & seed of the new power cable run.

It was further suggested that the Clerk be asked to enquire from Mr Thorn what it would cost to lay some paving slabs at the pedestrian gates and in front of the seats, as the cost of the concrete slabs proposed by Reyven was higher than expected. **Follow in June**

Play equipment.

The Clerk reported that Mr Thorn hopes to carry out this work in the next two weeks subject to suitable weather.

It was agreed that in addition to the annual replenishment of the bark, the Clerk should ask Mr Thorn to regularly rake the bark in the Play Area throughout the year, **Follow in June**

Emptying of litter bins by AVDC

The Clerk had passed the litter bin emptying survey report to AVDC and had been promised that they would look into why the bins near the road that were not being emptied were being missed. The suggestion that those bins which are too far from the road to be emptied by AVDC should be re-positioned, was dismissed on the grounds that past experience had shown that bins in those locations are necessary. **Item Closed**

Replacement of damaged posts plus additional posts around EMH car park

The Clerk reported that the two damaged posts have now been repaired and that the quote for the additional posts has been received.

It was agreed that before we seek the approval of the full Council for the expenditure on the additional posts, we need to include the cost of removing the existing posts between the corner of the car park and the High Street hedge, since they will be redundant once the new posts are installed. **Follow in June**

Letter in Focus re litter pickers

The Clerk's article on this issue appeared in the May edition of Focus. **Item closed**

Insurance cover for FOES use of the Green

The Clerk reported that FOES have been informed that they will require their own public liability insurance for their car boot sale and are in the process of arranging it. **Item closed**

2004/2005 Green/Pavilion charges

It was agreed that the current charging system requires a thorough examination as it is believed to include a number of inconsistencies. The Clerk is to be asked to run off a printout listing all the payments received from Green and Pavilion users during the last financial year, including the payments made by the Cricket and Tennis clubs. **Follow in June**

Edlesborough Autos use of the EMH car park

This item has now been referred to the EPC meeting agenda. **Item closed**

Roving Refuse Freighter

The date of 10th May has now been confirmed and the Caretaker is aware. **Item closed**

Green Caretaker's Report

The Green Caretaker's Report had been circulated to all Committee Members prior to the meeting, requiring only items arising from the report to be discussed.

New Green items arising from the Caretaker's report

New litter pickers

The Clerk reported that the new litter pickers are now available **Item closed**

Strimming around objects and at edges of Green

The Clerk reported that she is chasing Reyven to do this. **Item closed**

Green Caretaker's responsibilities during the Carnival

It was agreed that on the day of the Carnival, the Green will be the responsibility of the Fete Committee and not the Caretaker. **Item closed**

Any other new Green items

Play Area Safety Surface

It was agreed that the Committee needs to carry out a study to compare the cost of replacing the bark surface of the Play Area with the ongoing cost of maintaining the existing surface. The cost of maintaining the existing bark surface is quite high and it is thought that a modern 'wet pour' safety surface might be better and more economical, especially if we can obtain a grant. **Follow in June**

Junior Football billing

In answer to a concern that we do not miss billing the Junior Footballers this year for their use of the Green, the Clerk reported that she will be dealing this matter. **Item closed**

Edlesborough Green Pavilion

Pavilion items carried over from previous meetings

Shower head replacements

Although this item remains on the follow list, it is not due to be discussed again until November. **Follow in November**

Anti vandal painting.

The Clerk reported that Mr Thorn hopes to carry out this work in the next two weeks subject to suitable weather. **Follow in June**

Pavilion user rules and regulations

It was agreed previously that this item will be kept on hold until the Committee have finalised the EMH rules and regulations etc. Both Committee members who last month offered to try and find out what user rules are applied at similar facilities elsewhere, reported that they had been unsuccessful.

Action required: Committee to review after EMH 'Tips for Hirers' finalised.

Pavilion Improvements Working Party

Although this item remains on the follow list, it is not due to be discussed again until June. **Follow in June**

Ceramic tiles lifting off wall in shower room

The Caretaker has previously been authorised to instruct Stephen Janes to carry out the necessary repairs as soon as practicable. Repairs awaited. **Follow in June**

Leaking gutter

The Clerk reported that Mr Thorn hopes to carry out this work in the next two weeks subject to suitable weather. The Caretaker reported that a further leak is now evident. **Follow in June**

Pavilion Caretakers Report

The Pavilion Caretaker's Report had been circulated to all Committee Members prior to the meeting, requiring only items arising from the report to be discussed.

New Pavilion items arising from the Caretaker's report

None

Any other new Pavilion items

None

Budget Issues

None

Any Other Business

It was agreed that the next meeting should be held on Thursday 3rd June instead of the previously scheduled Wednesday 2nd June. The Hall bookings Secretary agreed to check the diary and inform members if the Hall was unavailable on that evening.

The next meeting of the General Purposes Committee

will be held on Thursday 3rd June 2004 at Edlesborough Memorial Hall