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26 June 2017

To: The Chairman and Members of the Property Management and General Purposes Committee

(Cllrs Barker, Howe, Moulton and Woodward)

(copied to all parish councillors for information)

Dear Councillor

I hereby summon you to attend a Meeting of the **Property Management and General Purposes Committee** to be held at **10.30 am on Monday, 3 July 2017** at the **Park Hall, North Street, Whitwick**, for the purpose of transacting the following items of business.

Yours faithfully

Parish Manager

AGENDA

386. ELECTION OF CHAIRMAN

387. APOLOGIES FOR ABSENCE

388. DECLARATIONS OF INTEREST

389. REVIEW OF COMMITTEE TERMS OF REFERENCE (previously circulated)

390. BUILDINGS MANAGEMENT

Members to consider:

PARK HALL UPDATE-

- a) notice received from a regular hirer, due to requiring a larger hall to accommodate increasing attendance;
- b) review of interim measures for management of the Hall and meeting the needs of hirers, including timescale for re-appointment of second caretaker;
- c) review of building repairs and maintenance;
- d) review of external areas, including completed/pending repairs to manhole cover, brick pillars, potholes, knee rail, dropped kerb (quote received), door repair/replacement (quote awaited), external signage and other items;
- e) consideration of any requests/suggestions for further improvements;

- f) schedule to review hire regulations and booking protocols for consistent council management of hire bookings;
- g) review of outstanding H&S recommendations;
- h) other matters as highlighted by members for future agenda;
- i) pre-planning advice – clarification of issues the Parish Manager should discuss with NWLDC on 5 July including potential security measures;

COMMUNITY OFFICE:

- j) review of suggested improvement to security measures for safe working;
- k) review of community usage by police;

PAVILION/TOILETS AND OUTBUILDINGS

- l) review of vandalism to public toilets and consideration of appropriate measures;
- m) review of Premises Log Book for H&S that was issued to Bowls Club prior to start of season;
- n) review of outbuildings (full access now available) and current usage/future possibilities;

Members' instructions are requested.

391. LAND MATTERS

Members to consider:

- a) availability for a site meeting with the Parish Manager specifically to review new locations for benches (previously under consideration);
- b) consideration of quotation for agreed tree work on parish land;
- c) progress update by the Parish Manager on land matters previously agreed for action;
- d) any new land matters requiring future consideration.

Members' instructions are requested.

392. MANAGEMENT OF ALLOTMENTS

- a) **THORNBOROUGH ROAD** Members to note that the Treasurer had confirmed an operating bank account was already in place, contrary to information erroneously reported.
- b) **WALKERS FLATS** Members to note that contact information for all tenants has recently been received, therefore the council is able to now set a provisional date for interested parties to meet and elect a self-management committee, possibly outlining a draft timetable for establishment of own arrangements.

Members to note the above information.

393. GROUNDS MAINTENANCE WORK

Members to consider format/frequency of review for contracted services;

Members' instructions are requested.

Date of next meeting: 4 September 2017