



*DRAFT MINUTES - These minutes are draft only, until approved by the next meeting of the Parish Council.

Property and General Purposes Committee Meeting **Thursday 22nd January 2026 7pm**

Meeting Date: Thursday 22nd January 2026

Meeting Location: Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville, Leics LE67 5HB

Meeting Start Time: 7.01pm

Councillors Present: Chair Cllr Anthony Barker, Cllr Audrey Barker, Cllr Phil Casson, Cllr Andy Roach Cllr Ray Woodward.

Officers Present: Sharon Kaye, Parish Clerk

Public Attendees: 0 member of the public in attendance

26-038 APOLOGIES

The Parish Clerk informed members that Jacqui McNeice had informed the Parish Clerk that she would be standing down from the Property Management & General Purposes Committee. She thanked Cllr Moulton for the lifts to meetings he had given her, and all the committee members for their help and support over the years and also passed on her thanks to all of the parish council staff. Members requested that the Parish Clerk send a letter of thanks to Jacqui for her service and support for the Parish Council and residents, and with her work for the Committee and the village.

Cllr Peter Moulton – work commitments at NWLDC Meeting as a District Councillor.

On the motion of Cllr Ray Woodward, seconded by Cllr Audrey Barker,
members RESOLVED to accept the apologies.

26-039 DECLARATIONS OF INTEREST

Cllr Anthony Barker declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a District Councillor for the Hermitage Ward

Cllr Audrey Barker declared a **registerable interest**

- Whitwick Historical Group as a member

Cllr P Casson had nothing to declare

Cllr A Roach had nothing to declare.

Cllr R Woodward declared a **registerable interest** as

- Whitwick Historical Group as a member
- Whitwick Quarry Liaison Group as a member

Received and noted.

26-040 PUBLIC PARTICIPATION SESSION

No members of public were present.

26-041 MINUTES

APPENDIX A

The minutes from the 6th November 2025 PMGP meeting were presented and reviewed by members.

On the motion of Cllr Andy Roach, seconded by Cllr Audrey Barker,

members RESOLVED to approve the Property Management and General Purposes Committee meeting minutes for the 6th November 2025 as a true record, to be signed by the Chair.

26-042 WALKER FLATS ALLOTMENTS SOCIETY ACCOUNTS

APPENDIX B

Audited financial year end accounts for the period ending 30th June 2025 from Walker Flats Allotments Society were provided to members, for the management agreement period ending 30th September 2025. The Parish Clerk thanked the Committee members at Walker Flats Allotments Society for their help and support in providing the information requested to the Parish Council staff.

The Parish Clerk was also able to confirm further details about the membership at the allotments. Of the 36 plot holders at Walker Flats, 20 are from Whitwick (56%), 12 are from Greenhill and Agar Nook (33%), 2 are from Coalville (6%), 1 from Thringstone and 1 from Ravenstone/Donington Le Heath/Normanton Le Heath/ Swepstone/Newton Burgoland area.

The Parish Clerk also made members aware that at present we are unable to provide the accounts for Thornborough Road Allotments. Communication with the committee has not drawn any satisfactory conclusion and no rent payment has been made for some time. The Parish Clerk, Deputy and PMGP Chair Cllr Barker will be taking action on this with the TRAS committee and members, and we will update members at the next meeting.

Received and noted.

26-043 WALKER FLATS ALLOTMENTS SOCIETY REBATE

£572.00 income had been received from WFAS (Walker Flats Allotments Society) on 16th January 2025, invoice 7. £286.00 50% income rebate had been paid on 31st March 2025. The office had initially thought this was for 2023-2024 income but it is actually for 2024-2025 income, for WFAS financial year end 30th June 2025. These figures have been externally audited in August 2025, and the income and supporting paperwork declared and received in full for the agreement year 1st October 2024 to 30th September 2025.

Draft figures have also been provided to the Parish Clerk for income from 1st October 2025 to current date (as they charge the rent at the beginning of the management agreement period).

We have revised the management agreement so that they have a full financial year, then the final income figure and rebate is paid, so the income figure matches their final audited accounts. Otherwise, if they re-let a plot part way through the year or have unpaid plot income, the rebate is not being paid on an accurate final income figure.

The Parish Clerk recommended that the rebate is not approved at present, but that the final year end figure will be presented to members in June or July 2026, when Walker Flats forward their final accounts, after their financial year end on 30th June 2026.

Received and noted.

26-044 WALKER FLATS ALLOTMENTS MANAGEMENT AGREEMENT 2025-2026

APPENDIX C

The management agreement had previously been revised and approved for 2024-2025, with limited changes for 2025-2026. This agreement now includes a clear check list of the information required from the allotments society. The information and supporting documentation is then provided to the Parish Clerk, for the accounts to be externally audited and once complete, the agreement for the following year can then be issued. The 2025-2026 agreement was included for members in appendix C.

The agreement will be amended for 2026-2027 in terms of the payment dates for the rent income and rebate. Members were asked if there were any other changes members would like to be considered for the next agreement, to please let the Parish Clerk know as soon as possible, so this can be reviewed prior to the approval of the next year's agreement later this year, which will commence in October 2026.

The Parish Clerk confirmed that the income figure for signage was the Whitwick Parish Council Community Grant Scheme award.

On the motion of Cllr Andy Roach, seconded by Cllr Ray Woodward,
members RESOLVED to approve the Walker Flats Allotments Management Agreement for 2025-2026.

26-045 INSURANCE

APPENDIX D

The Parish Clerk confirmed that she had received the e-valuations of Whitwick Parish Council buildings, as previously approved for the Parish Clerk to action by Council.

She presented in Appendix D, the current valuations from our insurance policy, the e-valuations that have been received for all six buildings owned by the Parish Council, and the recommended action to take to bring our insurance valuations up to date. Each individual valuation and the supporting information regarding the breakdown of each e-Valuation was also provided in Appendix D for each building.

The final sum insured value is automatically calculated by the insurance company to include an inflation buffer in the amount insured, over and above the declared/e-valuation figures. This is because costs can increase during the insurance term period (i.e. building materials may increase from July to the following May). She advised members the figures to look at for a like for like comparison, were the declared value in our current policy versus the e-valuation value.

If we do not insure our buildings to the correct re-instatement valuation, the Parish Council would have to find the funds to pay any difference, if anything happened to a building, which would impact on our Precept request, which is funded by residents Council Tax payments. We would also be responsible for paying any VAT on the costs initially, which would also significantly impact cash flow. Therefore, it was recommended to members that we followed the e-valuation in terms of the buildings value and amend the insurance policy accordingly.

Members were also advised that we needed to review the contents cover for each building, ensuring we have covered the value of fixtures and fittings in each building, for the cost it would be to replace those items.

Members then reviewed and discussed the figures for Whitwick Park Hall, the Bowls Pavilion, the Community Office, Whitwick Park Stores, the Railway Station, the public toilets and park warden's office building.

The Parish Clerk has confirmed with our insurer if we did not re-instate the buildings on a like for like basis, we can negotiate a cash settlement with the insurer, i.e. if we moved the building to another part of the park or if we replaced the stores with a container.

According to the RICS guidance document for Reinstatement Cost Assessments (RCAs), it is recommended to update the RCA every three years.

Next valuations recommended due date is 13th July 2028.

Building	Size	Rebuild cost £K (Exc VAT)	Demolition and debris removal £K (Exc VAT)	External works £K (Exc VAT)	Professional and other fees £K (Excl VAT)	Benchmark e-valuation £K (Excl VAT)	Rebuilding rate	Professional fees	eValuation Rate
Park Hall	126 m ²	£239k	£12k	£20k	£34k	£305k	£1,897 per m ²	13%	2,421 per m ²
Pavilion	110 m ²	£210k	£11k	£14k	£29k	£264k	£1,909 per m ²	13%	£2,400 per m ²
Office	30 m ²	£78k	£6k	£17k	£12k	£113k	£2,600 per m ²	13%	£3,767 per m ²
Park Stores	45 m ²	£66k	£4k	£13k	£8k	£91k	£1,467 per m ²	10%	£2,022 per m ²
Railway Station	114 m ²	£313k	£16k	£16k	£44k	£389k	£2,746 per m ²	13%	£3,412 per m ²
Toilets and Ranger Office	34 m ²	£65k	£4k	£8k	£7k	£84k	£1,912 per m ²	10%	£2,471 per m ²

Following discussion, agreement was reached as to the declared value (Buildings) insurance figure for each building, and that for the park stores and toilet block buildings, if the changes were nominal, the Parish Clerk would action these accordingly, in agreement with the Committee Chair.

Contents valuations were then discussed per building, which would need to cover fixtures, fittings, sanitary ware, plumbing and heating, electrics, kitchens, store rooms, furniture, decoration, windows, doors, and office equipment.

The Parish Clerk confirmed that all appropriate items in the stores' buildings would be moved into the container, as it is a more secure unit.

The Parish Clerk would verify with the tenants' lease and license agreements, that contents insurance should be organised and paid for by the tenant. She would also verify with the Grounds Maintenance contractor that they had their own contents insurance for any equipment left on site. She would also request a copy of the insurance certificates and schedules to verify this each year and add this to the lease, license and grounds maintenance agreements.

Members agreed the Contents Insurance values and that further advice would be sought by the Parish Clerk in terms of the minimum values and costs, for the insurance renewal in June.

On the motion of Cllr Andy Roach, seconded by Cllr Phil Casson,

members RESOLVED to approve the following declared valuation changes for the Parish Council Commercial Combined insurance policy:

Whitwick Park Hall declared value (Buildings) be amended to £305,000.00 from £212,544.00.

Whitwick Bowls Pavilion declared value (Buildings) be amended to £264,000.00 from £165,314.00.

Community Office declared value (Buildings) be amended to £113,000.00 from £94,855.00.

Whitwick Park Stores declared value (Buildings) be amended to £60,000.00 if more than £100 saved on the annual insurance policy, but if only a nominal value saved (less than £100 per annum), it is to be amended to the e-Valuation recommendation of £91,000.00.

Railway Station declared value (Buildings) be amended to £389,000.00 from £275,521.00.

Whitwick Park Warden and Toilet Block declared value (Buildings) be amended to £60,000 if more than £100 saved on the annual insurance policy, but if only a nominal value saved (less than £100 per annum), it is to be amended to the e-Valuation recommendation of £84,000.00.

Whitwick Park Hall contents insurance to be increased from £4051.00 to £20,000.00.
Whitwick Bowls Pavilion contents insurance to be increased from £0.00 to £10,000.00.
Community Office contents insurance to be increased from £5,175.00 to £10,000.00.
Whitwick Park Stores contents insurance to be left at £0.00.
Railway Station contents insurance to be left at £0.00.
Whitwick Park Warden/Toilet Block contents insurance to be increased from £0.00 to £20,000.00.

26-046 WHITWICK PARK

The Parish Clerk read out a resident's email that had been received regarding the park being locked up too early in the afternoon so it was not open for after school or work use, and not being open in the mornings for people to use before work.

The Parish Clerk also confirmed that this item has been brought up many times before at the Community Office and has also been regularly visited on the agenda in terms of locking up the park at dusk, instead of the set seasonal times.

The park has historically been locked up due to issues with vandalism, but it was pointed out that people have still gained access to the park through alternative means, so by locking regular park users out, it was actually assisting anti-social behaviour rather than deterring it.

The potential impact on residents surrounding the park was discussed. The value of the park for all residents as a community asset that should be used as much as possible was discussed. An option of leaving the park open all the time was discussed. An option of opening the park at 7am and locking up at dusk was discussed. The new ranger system on trial with the Grounds Maintenance contractor was also reviewed.

The Parish Clerk confirmed that whatever decision members made, the ranger would still come and lock up the main driveway gates and open them again in the morning, so vehicles would not be able to access the park and the ranger would still check the site was clear of all vehicles prior to the main entrance gates being locked.

The ranger would also still check the site, all facilities and all buildings on arrival and departure, clear rubbish, empty the bins as per the standard contract conditions.

Members agreed that the decision reached should be advertised, so that residents were aware of the change, as it was overall felt to be a positive decision for residents of the whole village and members would like this actioned as soon as possible, by Monday 2nd February 2026.

On the motion of Cllr Ray Woodward, seconded by Cllr Phil Casson,
members RESOLVED to approve the trial of not locking up Whitwick Park pedestrian gates and the central double gates from the car park to the main park area, for a trial period of 6 months from the 2nd of February 2026, to cover some of the Winter and Summer months, which will be regularly reviewed during that period.

26-047 PARK HALL

The Parish Clerk confirmed she had contacted the Parish Council's current insurance provider regarding the use of bouncy castles for parties and events, particularly at Whitwick Park Hall, as we had lost some bookings due to not allowing the use of bouncy castles.

The response from our insurance broker was as follows:

"You can hire in bouncy castles & the like so long as you are checking that they have the correct public liability insurance and can comply with the conditions below.

For council run events the following condition is on your policy:

Activities and Events Exception

We will not provide cover for

(3) bouncy castles and other inflatable devices other than where hired in, and operated by the supplier

ACTIONS YOU MUST TAKE

The following Condition applies in addition to any Conditions stated in Your policy wording.

Inflatable Devices Condition

If in relation to any claim You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure that, in connection with inflatable devices that

1. a) You have in place a system of check to ensure that the supplier(s) of the inflatable device(s) has Public and Products Liability insurance and that You keep a written record of their insurer and policy number, and
- b) the limit of indemnity under such policy is at least equivalent to the limit of indemnity under the Public and Products Liability Section of this policy.
2. the supplier must have sufficient training and knowledge to understand the procedures and rules regarding the safe use and operation of such devices.
3. the maximum number of persons allowed in or on such devices at any time will not exceed the number outlined in the manufacturers' guidelines or recommendations and such devices are supervised at all times by the supplier
4. all outdoor devices have adequate anchorage points which must be used at all times.
5. all devices are inspected:
 - a. daily prior to use, and
 - b. at least annually by a competent person and the records of such inspections checked by You and any defects or risks to health & safety have been rectified

With regards birthday parties & the like the hirer would not have cover under your insurance, they may well be covered under their household policy for example but you should be recommending a similar course of action to protect themselves.”

The Parish Clerk confirmed that the above information would be added into the hire terms and conditions. Staff would also be advised to reiterate these specific instructions to any hire enquiries for birthday parties with bouncy castles.

If the conditions above are not met, and the Parish Council office staff do not receive the requested documentation and supplier details, the booking would not proceed.

Signage would also need to be on display saying use of this equipment is at your own risk (exact wording to be verified with equipment suppliers).

The use of bouncy castles was not aimed at older age groups but would be approved initially for indoor birthday parties for the under 8s, which will be reviewed.

On the motion of Cllr Phil Casson, seconded by Cllr Andy Roach,
members RESOLVED to approve allowing bouncy castles for children's birthday parties.

26-048 PARK HALL HIRE FEES 2026-2027

APPENDIX E

The Parish Clerk presented the data in Appendix E which shows our current standard hire fee and the reduce fee offered to our regular hirer that uses the facilities for three full days a week. The history of price changes over the last five years had been provided, along with the proposed hire fee increase for 1st April 2026 to 31st March 2027, for both hire rates.

The costs for the hall include the caretaker's charge for setting up the hall, attending when the hirer arrives and at the end of the hire period, clearing the hall of furniture after an event, and cleaning the facilities. The additional administration staff wages costs are for liaising with hirers, carrying out viewings, and completing the supporting paperwork, as well as costs for advertising the facilities. There are the utilities charges which include business rates, electric for the building and heating system and water rates. Additional costs

incurred are for health and safety checks, repairs to the building, replacing and purchasing new equipment, redecoration of the building, consumables used and costs for advertising the facilities.

The Parish Clerk confirmed the current schedule of bookings and the split of hire between ad hoc bookings such as for birthday parties, and regular hire bookings.

Members asked for clarification of the minimum costs. The Parish Clerk confirmed to members that the minimum hire period for the hall was two hours, which was forecast to break even on basic overheads, depending on the time of year (with the overheads during Winter being significantly higher), and whether there were multiple bookings that day. This supported the venue being open for residents, as a community facility.

In response to hirers' requests, the Parish Clerk would also like the Council to adopt having broadband installed at Whitwick Park Hall, to improve our facilities for our hirers and to ensure the hall is comparable with other facilities in the area. This would be approximately £40 to £60 per month.

A proposal was put forward to increase the hourly rate to £20.00 an hour. Proposed only.
Another proposal was put forward to adopt the increase suggested by the Parish Clerk for £18.00 an hour, a £1 an hour, 6% increase on the existing rate. Proposed and seconded.

On the motion of Cllr Phil Casson, seconded by Cllr Audrey Barker,
members RESOLVED to approve the Park Hall Hire Fees for 2026-2027 to be £18.00 per hour for the standard hire fee (a £1 a week, 6% increase from £17.00 2025-2026 rate, with the installation of broadband at Park Hall.

Members then discussed the discounted rate for the regular hirer, that needed to cover the inflationary costs this year, as well as the costs above and broadband installation and monthly subscription hosts.

Rates were reviewed based on the differential but also then looking at the % discount and % increase.

An initial proposal of £16.50 an hour was initially dismissed.

A revised proposal of £15.50 an hour was then proposed, and seconded.

The initial proposed of £16.50 was then proposed again. No seconder so the proposal fell.

On the motion of Cllr Audrey Barker, seconded by Cllr Phil Casson,
members RESOLVED to approve the discounted Park Hall Hire Fee for the weekly 3 day hirer for 2026-2027 to be £15.50 per hour (a £1.50 a week, 10.7% increase from the £14.00 2025-2026 rate), with the installation of broadband at Park Hall.

26-049 WHITWICK PARK BOWLS CLUB LICENSE FEE 2026

The Parish Clerk confirmed that there had never been an increase in the license fee since the Parish Council had taken over management of the facilities in 2015. Park Hall hirers have had regular increases to help maintain the Park Hall building so an increase needs to be considered to maintain the pavilion building.

The building requires significant maintenance, especially on the windows and doors. The heating does not appear to be working in the building. The bowls green is also very expensive to maintain.

The Parish Clerk confirmed the current rate in place since 2015 is £1000, with the license being applicable for the six months period of 1st April to 30th September. The facility is then not used for the subsequent six months, but we still get standing charges for the utilities during the time when the building is not receiving any income.

Members raised the question of whether the building could be advertised for use over the winter period. The Parish Clerk confirmed the building smells damp and is cold so the costs that may be incurred to heat the building for potential hirers would need to be considered, especially during the colder months.

Ideas for the Bowling Club to be more financially self-sufficient were also discussed such as sponsorship, and whether the group would be able to contribute to the repairs required.

Concerns were also raised about whether the facility was used to capacity and the Parish Clerk confirmed that since the new access scheme had been introduced last year, no public enquiries had been made to play at the facility. Members appreciated it was a sports facility being provided as part of the King George V field at Whitwick Park, but it was questioned was it the best use of the facilities for the money spent, for all residents of Whitwick.

However, Members did not want the building to fall into any worse condition, and felt that a £100 increase after 11 years was a nominal amount, all things considered.

On the motion of Cllr Tony Barker, seconded by Cllr Ray Woodward,
members RESOLVED to approve the £1,100 license fee for Whitwick Park Bowls Club for the 2026 season, an increase of £100 (10%) on the previous 2025 charge.

26-050 WHITWICK PARK BOWLS CLUB LICENSE AGREEMENT 2026

The Parish Clerk confirmed the new license agreement to commence on 1st April 2026, had not been prepared as yet. If there were no significant changes besides the fee, she confirmed with members that they were happy for the license agreement to be issued for the 2026 season, on the same basis as the previous agreement, with the new rate as approved in the previous agenda item.

If there were any significant changes required or proposed, then the license agreement would be brought before the Property Management & General Purposes Committee to approve prior to issue.

Received and noted.

26-051 MAINTENANCE PLAN FOR LAND AND BUILDINGS

The Parish Clerk confirmed that the review of all the Parish Council's land assets for the asset register and grounds maintenance contract had not taken place as yet. Significant further work was required to formulate a forward plan for each land asset, and buildings and equipment on them, to formulate the forward plan for maintenance and be able to budget for it, so this item was deferred.

Received and noted.

26-052 PMGP PROJECTS BUDGET 2025-2026 RECAP

The Parish Clerk confirmed the following figures and items had been added to the budget in January 2025: £16,000 was added for Parish Projects – new village noticeboards, playground surface repairs, CCTV, defibrillators, remembrance garden design and the toilet. Cllr Barker also stated that the path from Rosslyn Road down to Holly Hayes. The Parish Clerk confirmed that had not been in the budget notes or included in the budget request last January.

The Parish Clerk confirmed the projects list was far too optimistic for the funds requested and that there should have been far more granular detail and costings for each individual project. Provisional quotes for the playground surface repairs were approximately £20,000 as was the quotes for refurbishment of just one of the toilets. The Remembrance Garden ground works will be more than that. The defibrillators have been approved at a cost of £1500 each. The CCTV was approved at £6,000 overall with a donation of £2,000.

The Parish Clerk confirmed that for each project, a reserve code should have been created with the funds allocated. We would have needed to have allocated approximately £100,000.00 for the list above.

Other work has been carried out, under repairs and maintenance codes. The village noticeboards have been completed out a cost of £2822. The Summer Planting scheme was a new item added during the year, with no budget allocated. The Memorial Garden has had £1700 spent on the design. The mural wall repair

and box guttering would come under repairs for the Remembrance Garden. Replacement and new bins have been allocated to repairs and maintenance.

The Parish Clerk advised that future planning needs to be carried out for projects already approved. A one year, three year and five year plan with some ball park costs and also priorities agreed of which projects to tackle first, would allow for better budgeting for the committee and Council, and hopefully more projects achieved. Re-allocation of existing unused funds was also recommended as there are funds sitting in cost codes that have not been used, and are still being budgeted for the following year, rather than allocating to a reserve or to other cost codes where they can be spent on existing projects. Improving our processes for Property Management & General Purposes Committee projects, so when quotes come in, ensuring everything is in place to approve it and progress the project straight away, also needs to be a priority. Too many projects are hitting a stumbling block and then grinding to a standstill.

Projects not completed this year were then reviewed: Whitwick Park toilets, Rosslyn Road footpath, play area resurfacing, CCTV, Railway Station damp, Pavilion windows and doors, community office relocation, rocking horse repair and repainting, and play area swings repaint.

Previous years' agreed agenda and budget items also needed reviewing and action completing such as the car park lighting, with clarity sought by the clerk to confirm if the approval was just for repairing the faulty lamp post, or if it was for new lighting, as the Parish Clerk proposed new lighting for the car park nearer the building as it was pitch dark. Members confirmed originally it had been just for the repair of the light on the corner near the charity donation bin, but also agreed that it was a priority to get some quotes for additional 2 lamp post lights in the main area of the car park, especially near the walkway into the hall. Resolving the post for the additional VAS camera on Thornborough Road was also outstanding, as was broadband and blinds at Park Hall. Cllr Barker also raised some additional items that had been agreed which was fencing in front of the toilet block to fence that off, and some fencing in the Memorial Garden to be able to secure the area, as well as gates on the entrance arch to the Memorial Garden (Cllr Barker was not sure if this had been approved). The fencing in the far left corner at Whitwick Park, where forced entry had occurred, was also mentioned.

Received and noted.

26-053 PMGP BUDGET 2026-2027

The Parish Clerk had many ideas but in light of the previous discussions, she advised there were enough existing work items to be completed, and that it would be wise to not recommend to Council any additional new projects for the 2026-2027 budget, but to focus on achieving previously agreed items. Members agreed.

Received and noted.

25-054 DATE OF NEXT MEETING

Thursday 5th March 2026 7pm at Whitwick Park Hall
Thursday 5th May 2026 7pm at Whitwick Park Hall

Received and noted.

26-055 FUTURE AGENDA ITEMS

To note that all future agenda items should be raised with the Parish Clerk for consideration.

Received and noted.

The Chair thanked members for attending.

Meeting Closed: 8.26 pm.

Chairman's Signature:

Chairman Name:

Date Signed: