



Website: www.whitwickpc.org.uk

4 January 2018

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 **10.00 am on Thursday, 11 January 2018** at the **Park Hall, North Street, Whitwick**, for the purpose of transacting the following items of business.

Yours faithfully

A handwritten signature in black ink that reads "Cathy Tibbles". The signature is written in a cursive, flowing style.

Cathy Tibbles
Parish Manager

AGENDA

537. APOLOGIES FOR ABSENCE

538. DECLARATIONS OF INTEREST

To receive declarations of interests in respect of items on the agenda. Members are reminded that they must declare whether the interest is a 'disclosable pecuniary interest' (in which case you must leave the meeting while that item is under discussion) or a 'disclosable non-pecuniary interest' (where you may remain in the meeting, vote and speak on the matter unless to do so would compromise your impartiality or other obligations set out in the Code of Conduct).

539. PUBLIC QUESTION AND ANSWER SESSION

540. MINUTES

To approve the minutes of the previous meetings held on 9 November 2017 (copy attached).

541. TERMS OF REFERENCE

Members to review the amended Terms of Reference, following a change to Standing Orders by the council for Reserve Members (see attached – addition for reserve

members, quorum and threshold for expenditure on emergency repairs). Committee to either sign the draft or if revisions are suggested, to submit to Council for consideration and approval.

Members' instructions are requested.

542. REVIEW OF WHITWICK PARK MANAGEMENT

Following the adoption of the measures in the Discussion Paper (circulated in September), members to be updated on the current position, review any recent incidents as reported by staff, NWLDC or members of the public and explore potential solutions. Possible request for CCTV mobile van to help detect dog fouling/litter within park (and potentially the parish). (Updates previously circulated ad-hoc to members by email).

Members' instructions are requested.

543. BUILDINGS MANAGEMENT

Members to consider:

PARK HALL:

- a) building repairs and maintenance;
- b) review of external areas;
- c) consideration of any requests/suggestions for further improvements;
- d) members to note quote received for blinds to apply for grant funding for projection equipment;
- e) review of outstanding H&S recommendations;

COMMUNITY OFFICE:

- f) building repairs and maintenance – no matters to raise;

PAVILION/TOILETS, OUTBUILDINGS and OTHER BUILDINGS:

- g) review of outbuildings and current usage/future possibilities;
- h) Railway Station: consideration of request for rectification of damp problem to lower floor storage room, which is affecting archives and possible action/solutions. Parish Manager to update members.

OTHER MATTERS FOR FUTURE AGENDA

- i) Members to suggest other building matters for consideration at the next meeting

Members' instructions are requested.

544. LAND MATTERS

WHITWICK PARK

- a) Installation date imminent for goal mouth artificial turf;
- b) Playground repairs: quotes (to follow if received) for repairs to Wicksteed surfacing under the new junior equipment in the park;
- c) Clarification on whether any casual Bowls income received by NWLDC from members of public;
- d) Consideration of request by resident for gated dog friendly area of park (see attached)
- e) Request from neighbour for assessment of tree that is adjacent to property (information provided to members only)

- f) Consideration of how best to maintain safety of driveway/entrance during severe weather and whether a grit bin is advisable;

ALLOTMENTS

- g) Financial update by the Parish Manager and confirmation of grants to be paid;
- h) update by any Link Councillors who represent the parish on the management committees for Thornborough Road and Walkers Flats allotments;

OTHER LAND

- i) consideration of any other grounds maintenance matters undertaken by NWLDC Grounds Maintenance Team;
- j) new clips purchased for refurbishment of notice board in Market Place (near to the post box) for community use;
- k) progress update by the Parish Manager on land matters previously agreed for action, including benches and fencing works;

OTHER MATTERS FOR FUTURE AGENDA

- l) Members to suggest other land matters for consideration at the next meeting

Members' instructions are requested.

Date of next meeting: 10.00 am on Thursday 8 March 2018 at Park Hall

N.B. All Minutes are deemed as draft until formally approved and signed.

MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on 9 November 2017 at 10 am at Park Hall, Whitwick Park, off North Street, Whitwick

Present: Councillor A Barker (Chairman)
Cllrs D Howe, P Moulton and R Woodward

In Attendance:
Mrs. C Tibbles, Parish Manager
No members of the public.

492. APOLOGIES FOR ABSENCE

None.

493. DECLARATIONS OF INTEREST

Cllr Moulton declared a non-pecuniary interest in the new Christmas Lighting Scheme for Whitwick businesses being initiated by the parish council.

[Parish Manager's Note: Also see Item 500j when Cllrs Barker, Moulton and Woodward later declared a non-pecuniary interest]

494. PUBLIC QUESTIONS AND ANSWER SESSION

None.

495. MINUTES

Resolved: That the minutes of the meeting held on 4 September 2017 be approved as a correct record.

496. TERMS OF REFERENCE

The Parish Manager requested this be deferred to the next meeting.

497. REVIEW OF PARK HALL HIRE REGULATIONS AND BOOKING PROTOCOLS

Members discussed the suggested enhancements to prevent sub-letting, use by the council, confirmation of booking, 2 hour minimum hire period for single bookings, payment deadlines, written cancellation procedure, council right to cancel, withholding of deposit by council, access times, alternative (increased) seating capacity, facilities available, restrictions of use, other matters to include use of Accident Book, council right to terminate function if regulations were breached, respect for staff and building and council consideration of prosecution.

Resolved: That the amendments outlined in the draft document be accepted and introduced.

498. REVIEW OF PARK MANAGEMENT

Members noted the legal advice received regarding interpretation of Law of Tort and Protection of Freedoms Act 2012, the locking of the gates at closing time and the vandalism to the locks, which was not isolated to Whitwick Park alone. The Parish Manager would continue to respond to the vandalism problems and proceed with the strategies previously agreed. Extra signage was to be ordered for the car park and publicity given to alert motorists that parking was for users of the Park and the Hall

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only. If cars had not been removed at closing time, the gates would be locked and vehicles available again when the park opened at 8 am the following morning. The council had a duty to take measures to prevent vandalism, protect buildings and park equipment and it was grateful to the other agencies working in partnership to achieve this.

499. BUILDINGS MANAGEMENT

Resolved: That the following actions be taken:

PARK HALL -

- a) Noted that a productive staff meeting had been held with the caretakers and also attended by Cllr Barker as the Lead Councillor;
- b) Leaf collection be requested for outside the double fire doors;
- c) No internal improvements were required to enhance facilities for hirers;
- d) That the update of the record log was still outstanding but noted that a satisfactory review of lone working policy and risk assessment had been completed for Park Hall staff;

COMMUNITY OFFICE

- e) To note the purchase of an additional filing cabinet to provide secure storage for increasing records as required by data protection regulations;
- f) Ratification of the decision taken by the Parish Manager to change to new supplier for electricity from British Gas to SSE, to obtain best price from quotations before deadline expired;

PAVILION/TOILETS AND OUTBUILDINGS

- g) No changes to use of outbuildings and Pavilion/Toilets;
- h) To invite a specialist to a site meeting and review security measures for the public toilets, provisionally in February.

No other matters were raised for future agendas, unless notified to Parish Manager 7 days before the next meeting.

500. LAND MATTERS

Resolved: That the following actions be taken:

WHITWICK PARK

- a) The Parish Manager to arrange skips for removal of spoil when the installation of the artificial turf to the goalmouths in Whitwick Park w/c 8 January 2018, obtaining quotes from Morris and Toons if possible;
- b) That Wicksteed be notified the response to the council following their inspection of severe deterioration of the safety surfacing at the junior keep fit installation was deemed wholly unacceptable. The Parish Manager to investigate the commissioning an independent inspection report which, in light of the age of other Wicksteed installations could be asked to also outline future renovation projects to enable forward planning to be instigated;

ALLOTMENTS

- c) The Chairman reported that he had completed the signatory arrangements for the Walkers Flats Management Committee bank account, in his capacity as representative of the Councillor;

OTHER LAND

- d) Members accepted the quotation from NWLDC for removal of wooden fencing and essential replacement with 1m high bow top metal fencing (dark green) at Robinson Road play area, making good to safety

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surfacing, after comparison to alternative suppliers. As the work exceeded the budget allocation, the council would be asked to approve a virement from an unused fencing allocation;

- e) Accept the quotation from NWLDC to supply Hereford benches, black legs and black slats, at a cost of £298 +VAT each. Installation costs would be £75 on an existing concrete base and £200 to install a concrete base in a grass area. The locations had been previously agreed and the Parish Manager would need to apply to the County Council for a 'licence to cultivate' prior to ordering some benches. The first bench to be installed would be on parish land at the Hermitage Road play area, where an existing base could be used and would cost £373;
- f) Ground maintenance matters seemed satisfactory but a leaf collection would be requested outside Park Hall fire exit doors;
- g) The Parish Manager would seek a meeting with NWLDC to review the outstanding tree assessments and would then re-confirm to the neighbouring resident the outcome of their request, which had previously been declined by the council due to a tree preservation order being in place;
- h) Members agreed that the former NWLDC noticeboard in Market Place could be refurbished to improve its condition: a new Parish Council logo to be put on, to be cleaned and bulldog clips to be screwed in to allow local groups to display their own notices about community events;
- i) Noted the refurbishment of two memorial benches, located outside the parish boundary, had kindly been undertaken by NWLDC but the Parish Manager was asked to seek assistance with the bench at Cademan Street which had been overdue for attention for several months;
- j) Members considered the request by a resident to purchase an area of parish land at the rear of their garden (map provided) and the Parish Manager was asked to arrange a valuation of the land and initiate the process. After the Parish Manager disclosed the address/identity of the resident, Cllrs Barker, Moulton and Woodward declared a non-pecuniary interest as the applicant was personally known to them;
- k) Members noted information had been received following previous tree work agreed by the Committee earlier in the year (photographs and location identified). The Parish Manager was asked to action this when meeting NWLDC to review outstanding tree assessments (see g above).

Members discussed two matters for further research – the Parish Manager undertook to clarify procedures with LRALC on tender/contract arrangements and also to meet with NWLDC to clarify current contract and review schedules; the Parish Manager to investigate attendance at H&S training seminar for herself and the Administrative Assistant in January to update and expand current knowledge.

No other matters were raised for future agendas, unless notified to Parish Manager 7 days before the next meeting.

Full signature of Chairman: Date:

The meeting terminated at 12. 07pm

Date of next meeting: Thursday 11 January 2018 at 10 am.

WHITWICK PARISH COUNCIL**TERMS OF REFERENCE AND DELEGATED POWERS****Name of Committee****Property Management and General Purposes Committee****Chairman and Members of this Committee**

Elections are made at the Annual Council meeting in May and terms of reference are held in the front of the Minute Book. Any changes to this are by resolution of Council and updated accordingly in the front of the Minute Book. There are 4 members appointed by council.

Committee/Council to instruct the Parish Manager if guests are to be invited to meetings according to need, e.g. allotment management, bowling club, tree management, grounds maintenance.

Quorum: Three members.

Reserve Members: any parish councillor may be invited to attend as a reserve member if needed to maintain a quorum.

Functions, delegated responsibilities/authority and powers

Committee is responsible for operation, maintenance and management of all Parish Council buildings and open spaces, in accordance with policy of the council. All staff associated with latter report to Committee, normally through the Parish Manager. Council retains responsibility for staffing appointments.

Delegation to Parish Manager of day-to-day matters, approval of hire requests, booking management and routine maintenance as appropriate, who will liaise with the Caretaker(s) accordingly. Expenditure authorised up to but not exceeding £500 on routine matters, which is in addition to authority for emergency repairs also up to but not exceeding £5000.

Committee can make decisions, including those within the allocation of funds within respective budgets. Any recommendation outside budget will be referred to Full Council.

To assess and prepare annual budget recommendations to Council, including provision for future maintenance, replacement or upgrading of items for which it is responsible.

If the Committee choose to refer a specific matter then recommendations are implemented only after ratification by Full Council.

The Committee must at all times consider its duty to best value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

Meeting venue and frequency

Thursdays at 10.00 am, according to need/agreed schedule at Park Hall.

Officers requested to attend

Parish Manager

Reviewed by Councillors annually at first meeting following May

Signed by:

Print Name.....Signature..... Date.....
Chairman of Committee

Print Name.....Signature..... Date.....
Member

Print Name.....Signature..... Date.....
Member

Any alterations to the functions, responsibilities or powers of this Committee to be resolved by Full Council and a copy of the Minutes to be attached to this form.