



LOCKING PARISH COUNCIL



The Parish Hall, Grenville Avenue, Locking, BS24 8AR
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Minutes of a Meeting of Locking Parish Council's Assets & Amenities Committee held on Monday 17th January 2022

Meeting opened: 7:00pm

Meeting closed: 7.52pm

Present: Councillors: W Ashdown, P Jones, P Lacey, W Bearsby, M Tremlett, C Prosser

Also, in attendance: The Clerk

MATTERS FOR DECISION

It was Agreed that Cllr Paul Jones Chair the meeting for Min Ref A01

A01) Election of chairman – to elect the Asset & Amenities Chairman

RESOLVED: Proposed and seconded that Cllr Ashdown be elected Chair – CARRIED

A02) Election of Vice-Chairman - **RESOLVED:** Proposed and seconded that Cllr Prosser be elected Chair – CARRIED

A03) To receive any Members' apologies for absence:

Cllr Keate - Approved

A04) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations – None

PUBLIC PARTICIPATION

A05) To receive and hear any person who wishes to address the Committee, upon prior notice being received – None.

MATTERS FOR DECISION

A06) Minutes of the Meeting:

a) To receive and confirm the Minutes of the Estates Committee meeting held on 21 October 2021 **RESOLVED:** That the Minutes of the Committee meeting held on 21/10/2021 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed as such by the meeting Chairman.

b) To receive and confirm the Minutes of the Hall, Park & Green Committee meeting held on 18 November 2021

RESOLVED: That the Minutes of the Committee meeting held on 18/11/2021 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed as such by the meeting Chairman.

A07) To receive any update on items in those Minutes which are not included on the Agenda: None

A08) Financial Reports:

- a) To approve the payments for Estates Committee (21/10/2021 to 14/01/2022) **RESOLVED:** The payments were approved and signed by Cllr Jones
- b) To approve the payments for Hall, Park & Green Committee (18/11/2021 to 14/01/2022) **RESOLVED:** The payments were approved and signed by Cllr Jones.
- c) To note the bi-monthly budgetary control report for the Estates Committee (21/10/2021 to 14/01/2022) – **Noted**
- d) To note the bi-monthly budgetary control report for the Hall, Park and Green Committee (18/11/2021 to 14/01/2022) **Noted**

A09) Location to site new dog bin E022.2.d – the Clerk had contact NSC regarding the installation of an additional dog bin at the edge of the grass verge/bank surrounding the Park – opposite the Manor House Elm Tree Road, the Officer she had spoken to had agreed the location subject to a Statutory Service Search. **AGREED** Clerk to conducted the search and obtain prices of dog bins and installation to report back to next meeting.

A10) Cleaner – To consider employing a cleaner for the changing rooms. The Clerk reported that she had contacted a person who had expressed an interest in the cleaning position and advised that their charges were £18.50 per hour (minimum 2 hrs per week) It was **AGREED** that Clerk engage this cleaner on a temporary basis for the time being. **AGREED** to review fees for Pitch and facilities hire at Old Banwell Road Playing Field at the next meeting.

A11) Decoration of main hall walls: To receive quotations for the work:

Requirements:

Repainting the walls above the dado rail in the main hall

Repainting of upper window frames in the main hall

Repainting the dado rail, main doors and frame

Touching up of paint work below dado rail where damage has occurred.

Scope of works:

- Walls above dado rail: Sand all woodwork and remove dust and clean down the area, fill and sand any holes where required. Apply 2 coats of paint
- Dado rail, main doors and frame and upper window frames: Sand down where required to provide a smooth surface for the paint and clean away any dust. Apply 2 coats of paint
- Touch up damaged areas of the wall below dado rail

Notes:

- The flooring must be fully dust sheeted to protect the hall flooring
- The quotation needs to show cost of any scaffolding required given the height of the walls/windows
- Work to commence 21 Feb 2022 (half term) and be completed by 25 Feb 2022
- Work will need to fit around any hall hirers
- All quotes are excluding VAT

QUOTE 1

Description: -

- Repainting the walls above the dado rail in the main hall.
- Repainting of upper window frames in the main hall.
- Repainting the dado rail, main doors and frame.
- Touching up of paint work below dado rail where damage has occurred.

Preparation: -

Walls above dado rail:

- Sand all woodwork and remove dust and clean down the area, fill and sand any holes where required. Apply 2 coats for paint

Dado rail, main doors and frame and upper window frames:

- Sand down where required to provide a smooth surface for the paint and clean away any dust. Apply 2 coats of paint.
- Touch up damaged areas of the wall below dado rail.

TOTAL COST: £1,150.00

QUOTE 2

Features: - Painting Locking Parish Hall

- Include all work that was listed
- Includes all labour and hire of a scaffolding tower

TOTAL COST: -£1100.00

QUOTE 3

Includes all travel - ordering and collecting materials, on-site risk assessment and addressing health and safety concerns - prevention of accidents, slips, trips and falls; preparation of work areas to

protect against spillages and debris during work and clean-up, removal and disposal of all rubbish; Particular care to protect the hall floor with full dust sheeting of at-risk areas and a suitable area surrounding the work area without interfering with hall users.

Description:

- Repaint the walls and window reveal above the dado rail in the main hall;
- Repaint the frames of the upper window in the main hall - 10 windows - masking tape will be applied to glass before painting frames and this will be removed and disposed of afterwards;
- Repainting the dado rail, main doors and frame and touching up of paint work below the dado rail where damage has occurred.

Preparation:

- Walls above the dado rail, Dado rail, main doors and frame and upper window frames - all woodwork will be sanded to provide a good surface key for painting and improving the finish.
- Any holes or dents to walls or woodwork will be filled and faired with sandpaper and the work area wiped down and cleaned to remove dust particles before painting - 2 coats of paint.

Cost £2450.80

Please note we will hire a scaffold tower and associated safety signs and equipment from Brandon Tool Hire and this price is detailed as a separate item. All safety precautions and manual handling will be adopted throughout the work. Scaffold tower hire.

- For a safe platform at working height. Plus, safety gear - helmets, safety shoes, signage, cordon tape; Rubber wheels to protect the hall floor and protective foot-plates under stabiliser legs.

Cost £250.00

TOTAL COST: £2700.80

RESOLVED to accept quote 1 for the sum of £1150.00 subject to the scaffolding tower being included within the quotation Clerk to obtain confirmation, should this not be the case members **RESOLVED** to accept quote 2.

A12) Book Exchange – To consider setting up a book exchange area within the Parish Hall – **AGREED** to set up the book exchange and to purchase a bookcase – Clerk authorised a budget of £50 to purchase bookcase etc.

A13) Clerks Report and Items for next Agenda:

- a) Clerk Reported:
 - i. The Community Orchard – trees had been planted at the Old Banwell Road Playing Field
 - ii. Tree work – 5 ash trees had been felled, still awaiting stump removal
 - iii. Water Trough – this had been installed at the allotments
- b) Agenda Items:
 - i. Parish Hall – Lighting in toilets – consider replacing existing with motion sensor LED's
 - ii. Parish Hall & changing Rooms – basin taps – consider replacing existing taps with 'push on taps'
 - iii. Commercial Strimmer – consider the purchase of a commercial strimmer for use by the Parish Orderly
 - iv. Old Banwell Road Tree Survey – trees identified for maintenance works

There being no further business the Chairman closed the meeting at 7.52pm

Signed (Chairman).....Date.....

The next meeting of Locking Parish Council Hall's Assets & Amenities Committee is 17th February 2022

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.

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