

MARKS TEY PARISH COUNCIL



Minutes of the Parish Premises Committee Meeting 3rd June 2019 at 6.30pm
www.essexinfo.net/marksteyparish

PRESENT:

COUNCILLORS: -

G WELLS (Chairman)
K EVANS
A SPELLER
K BARKER

IN ATTENDANCE:

G HUMPHRIES – Parish Clerk & Responsible Financial Officer

2019/PCM001 Apologies for absence

No Apologies Received

2019/PCM002 Declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests

No declarations of Interest were received.

2019/PCM003 Public Session

There were no members of the public present.

2019/PCM004 Minutes

The committee approved the minutes to the Premises Committee meeting on 22 October 2018. The minutes were then duly signed by the Chairman of the meeting.

Proposed: Cllr Wells. Seconded: Cllr Barker

2019/PCM005 Annexe Lights

Members received a quote from MJ Bryant's for additional lights around the Annexe. Quote of £663.75 was **APPROVED**. Clerk to instruct work to be completed.

Proposed Cllr Barker Seconded Cllr Speller

2019/PCM006 CCTV

Clerk to contact current provider to investigate what work is required on 2 cameras out of action. Report back to next premises meeting.

2019/PCM007 External Contractors

Email given to members from an external contractor. Clerk to investigate all Contracts held by Parish Council with relation to external contractors. Bring information back to next premises meeting

2019/PCM008 Damage Deposit Review

Report received by Members from Clerk. **APPROVED** new rates of damage deposit as follows:

£100 for weddings Parties, dances etc

£50 for children under 12 parties / Charity/ Other events.

With Condition in our terms and conditions stating if the damage was to exceed the amount of damage deposit the hirer would be liable for the additional cost. Clerk to update Terms and Conditions of Hire. Clerk and Booking Clerk to report back to Premises any issues.

Proposed Cllr Wells Seconded Cllr Barker

2019/PCM009 EMR

Members reviewed Council current EMR will be making following recommendations to next Full Council
Hall and Carpark Improvements £40,000

CCTV Upgrade £10,000

Election Fees £2500

Soundproofing to be added £12,000 (£10,000 quote with contingency)

Crockery/dishwasher to be changed to Hot water boilers

Playground Equipment – to be increased once we know costings.

Proposed Cllr Wells Seconded Cllr Barker

2019/PCM010 Aims and Objectives 2019/2020

Members agreed following Aims and Objectives

- 1) To continue to increase the use of Parish Premises and ensure demonstrate community benefit from the use
- 2) To initiate a planned maintenance and investment programme form parish premises
- 3) Move the Hall hire closer to breakeven against costs by reviewing and maximising existing hall hire income streams and proactively seeking new Hall Hires.
- 4) Complete HSE review and Risk Assessments.

2019/PCM011 CIF Fund – Soundproofing

Clerk to investigate Soundproofing companies to inspect work required and make sure fit for purpose. Bring back to next premises meeting.

2019/PCM012 Maintenance Work Sheet

Members reviewed and **APPROVED** new Maintenance spreadsheet. Clerk to make sure work is completed in sufficient time scales and monitor weekly.

Proposed Cllr Mr Wells Seconded Cllr Mr Speller

2019/PCM013 Projects

Agreed for Clerk to investigate following projects and bring prices to next Premises meeting

- Heating
- Playground improvements (CIF Funding)
- CCTV repairs / upgrade
- Carpark resurfacing
- Main Hall Chairs

2019/PCM014 Information Exchange, Clerks Report and Correspondence File

Chairman's Report

Nothing to report

Clerk's Report and Correspondence – Premises committee 03 June 2019

Clerk to write to Hirer explaining we can not take any liability regarding Food allergies as the Halls are public space.

2019/PCM015 Chairman to close the meeting. The Chairman closed the meeting at 8.10pm.