

Edlesborough Parish Council

Minutes of the General Purposes Committee Meeting

Wednesday 2nd February 2005 at 7.30 pm at Edlesborough Memorial Hall

Item	Decision	Next Review Date
<u>Present</u>	Mr. Brown (Chairman) Mr. Cabbage, Mr. Wilkinson, Mrs. Parker (co-opted member) Mr. Parker (co-opted member) Lin Sargeant (Clerk)	
<u>Apologies</u>	Mrs. Thompson, Mrs. Prys-Jones	
<u>Declarations of interest</u>	Mr. Brown would declare an interest regarding the Tennis Club	
<u>EB Lions Football Club</u>	No further response had been received from Mr. Lancefield therefore this item to be deleted until such time as a reply is received.	Item closed
<u>Minutes of Previous Meeting held on 1st December 2004</u>	The Minutes were signed as a correct record.	
<u>Matters arising from previous Minutes</u>	Items arising discussed under Agenda headings.	
<u>Edlesborough Memorial Hall</u>		
<u>Caretaker's Report</u>	<p>The lettings over the New year period had gone well with no problems except sticky floors. Request received from 2 of the hirers to hire again on New Year's Eve 2005. The Committee agreed to this provided that the Caretaker or a responsible keyholder was available over the Christmas/New Year period and that the hirers were to make sure that the Hall was left in a clean and tidy condition before handing back the key. If the caretaker was not likely to be available this must be borne in mind before agreeing to any lettings.</p> <p>A new Public Entertainment Licence came into effect on 1st January 2005. It was agreed that a Premises Licence only is required for the Hall (i.e. not a license to sell alcohol).</p> <p>Form from Trading Standards received for completion regarding compliance with the Act, preparation of food, labelling, pricing and sale of same. The committee considered this was not relevant to the users of the Hall and the only ones affected were FOES if they were to hold another Car Boot Sale. The Clerk would write to FOES asking them to take this matter up direct with Trading Standards regarding the sale of food.</p> <p>The Gents toilet seat has been repaired and Caretaker authorised to purchase spare parts.</p> <p>Clerk to organise the annual boiler service.</p>	Item to be monitored
<u>Memorial Hall Charges</u>	Agreed to increase the charges to from £11.00 to £12.00 per hour for private/commercial lets and from £5.50 to £6.00 for regular users, to take effect from September thus giving one term's notice.	
<u>Replacement Floor/ Structural woodwork repairs</u>	Following several enquiries no-one able to carry out a survey. The Clerk to contact Community Action and AVDC for a recommendation.	March 2005
<u>Lights outside the Hall</u>	Quotation received and accepted for work to be carried out in April	April 2005
<u>Rates</u>	Mr. Wilkinson to contact AVDC to discuss. Clerk to complete Small Business Rates Relief form	March 2005
<u>Edlesborough Green (including the play equipment, car parks, etc.)</u>		
<u>Caretaker's Report</u>	<p>A tree was uprooted during the recent stormy weather and has been removed. The seat surrounding the tree has been retained and to be re-sited on one of the other trees.</p> <p>Clerk to chase the Contractors to fill in and grass the area outside the Pavilion.</p>	March 2005
<u>2005/6 Green/Pavilion charges</u>	<p>The Chairman produced a Summary of Income and Expenditure regarding the Memorial Hall, Green, Pavilion and Open Spaces and the Clerk was requested to establish what Invoices had been paid and were still outstanding to date. Charges to be discussed again at the next meeting and Committee agreed to a 10% overall increase. Football increase to take effect from September 2005 with other users taking effect from April 2006.</p> <p>It was discovered that the Caretaker and Handyman had not received salary increases during the past year, this to be discussed by the Employee Working Party.</p>	March 2005
<u>Play area safety surface/fencing</u>	A handyman/contractor was authorised to periodically weed and rake over the bark and to liase with Mr. Parker when repairing the fence.	March 2005
<u>Tennis Club Lease</u>	Response awaited from the Tennis Club who are waiting to hear from their Solicitors.	March 2005
<u>Edlesborough Green Pavilion</u>		
<u>Caretaker's report</u>	Graffiti is still appearing and being removed almost daily. Committee agreed to the handyman taking the necessary steps to endeavour to rectify the situation.	

	<p>The water softener has been overhauled and new tablets purchased.</p> <p>It was agreed to move the door mat from the Memorial Hall to the Pavilion which would be more suitable and to purchase a new door mat for the Memorial Hall.</p> <p>Caretaker to monitor the situation regarding excessive mud and white lining paint throughout the Pavilion.</p> <p>.</p>	
<u>Shower head replacement</u>	Clerk has met contractor on site –quotation not yet to hand	March 2005
<u>Pavilion user Rules and Regulations</u>	Comments on the proposed Rules and Regulations were discussed and the Clerk would prepare a draft agreement to be circulated to members of the committee prior to the next meeting.	March 2005
<u>Pavilion keys</u>	The Clerk had received one reply regarding the allocation of keys where it had been suggested that 2 keys would be more suitable than one. The Committee discussed the allocation of keys at length and it was agreed that the Chairman of each individual Club be responsible for a key which would be allocated by the Parish Council and for the Chairman to decide who will be the keyholder. Each Club must justify to the Parish Council why they may require additional keys. The General Purposes Committee will then consider the request. The name of the keyholder must be given to the Clerk and should additional keys be required and approved a full list of keyholders is to be given to the Clerk. Also if a replacement keyholder is authorised by the Chairman of the Club the Clerk must be informed in order for the Parish Council to be aware at all times who has the keys. Any additional keys can only be supplied via the Clerk.	
<u>Edlesborough, Dagnall & Northall Allotments</u>		
Allotment, The Green	Allotment 18 has been re-let	
<u>Allotment Cow Lane</u>	Hedge is awaiting ‘in fill’ Clerk to chase	March 2005
<u>Northall Allotments</u>		March 2005
	Time did not permit the following items to be discussed. The next Agenda will commence with these items. Clerk’s Report only added.	March 2005
<u>Edlesborough Cemetery/Churchyard</u>		March 2005
<u>Cemetery Gate</u>	Gate/fence completed. PC Chairman and Clerk to inspect deeds at Bank. Contractor to continue to trim around gravestones in Cemetery and to periodically weed, apply weedkiller and tidy War Memorial area.	March 2005
<u>Bin storage area</u>	Bin storage area recently cleared	Item closed
<u>Edlesborough, Dagnall and Northall Street Lighting</u>		
<u>Clerk’s Report</u>	Quotation for 2005/6 street lighting repairs/maintenance received. Clerk to make further enquiries for second quotation.	March 2005
<u>Highways/by-ways/footpaths</u>	.	March 2005
<u>Grass and hedge cutting for which the PC is responsible</u>	All hedges have been cut in Ford Lane and the metal fence by the Ford repaired.	
	The Green hedge awaiting second cut. Contractor to ensure that perimeters are cut on The Green	March 2005
<u>AVDC and BCC responsibilities</u>	<p>Pebblemoor footpath to be temporarily to be made good, due to be resurfaced during the next financial year.</p> <p>Taskers Row pavement not to be repaired before March due to budget restrictions. Survey being carried out.</p>	
	The meeting closed at 10.45pm	
	<i>PLEASE TAKE NOTE OF REVISED DATE (not 2nd March) AND VENUE (not Memorial Hall)</i>	
	<u>THE NEXT MEETING WILL BE ON WEDNESDAY 9th MARCH 2005 AT THE PAVILION</u>	
	<u>COMMENCING 7.30pm</u>	

