

Framwellgate Moor Parish Council

Building and Grounds



Minutes of FMPC B&G meeting 2018-03-28 10:00 - 10:50 in the Pavilion, KGVF Agenda

Attendance Peter Dawson (PD) Chair, Nigel Martin (NM), Colin Hilary (CH), Trish Johnston (TJ), Mark Wilkes (MW), Terry Moderate (TM)

Apologies

From the previous meeting:

<http://www.framwellgatemoorparishcouncil.co.uk/meetings-minutes/fmpc-meetings-agendas-and-additional-documents-2018/building-and-ground-subcommittee-links/>

See also minutes of the last meeting

for annotated Playground reports Attached by email.

In the report there are no issues above category 2 which is low risk and low severity overall.

- ✚ PD to produce a checklist of issues arising from the report received from The Play Inspection Company.
- ✚ Identified issues to be categorised as “in house”, “contractor” or “manufacturer” response needed and then prioritised.
- ✚ Manufacturers to be contacted for information about servicing and maintenance timescales.
- ✚ As a starting point all identified issues should be BS EN 1176 compliant.

1. Lone worker policy – draft for consideration

- ✚ PD Parish Clerk to meet with Brian Quinn to discuss Risk Assessment and Lone worker issues before a Finance and Governance meeting from 09:00 to 10:00
 - Phone use for contacting help with possible “SOS” type dongle.
 - Training and certification issues
 - Administration and scheduling.
 - Uniform and equipment requirements

2. Litter picking schedule

- ✚ The areas that we are responsible for are: North Terrace, The Avenue, Abbey Road, KGV Field and Brasside.
- ✚ Litter picking should be carried out with aid from the Community Payback under supervision. TM and CH have confirmed, after making enquiries, that this is within the remit of the Probation Service and that necessary equipment can be provided.

3. Hiring agreement and associated documents – delivery options

- ✚ Complete hiring agreement forms can be delivered to the Parish clerk’s correspondence address
- ✚ Final drafts will be available at the next B&G subcommittee meeting before submission to the full council

4. Risk assessments progress report

- ✚ The Parish Clerk is compiling a list of Risk assessment which:
 - a) Are necessary
 - b) Are sufficient

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- c) Are desirable
 - d) Are possible
 - e) Are on the website
- ✚ Daily check list provided by Councillor Hopgood and customised to be used as part of the daily/weekly/monthly etc. for use on Parish Council areas of responsibility
5. Noticeboards
- ✚ There are noticeboards at North Terrace, KGV Field, The Avenue, Abbey Road and Brasside which require different locking methods.
 - ✚ A complete set of keys to be provided to **NM** so that he can keep the information updated.
6. Newsletter
- ✚ **NM** has produced a draft and would still like more 50 word fillers – pictures would be a bonus.
7. War Memorial – update please have a look at this link - <http://artofstonememorials.com/>
- PD** has started a small group of interested parties and will be developing this.
- ✚ **PD** will contact Royal British Legion to ask permission to refurbish the current memorial to include WW1 fatalities from the Parish at the site
 - ✚ **PD** has arranged for Mark Topping of artofstonememorials.com to make a site visit at 13:30 on Tuesday 17th of April to discuss requirements and make suggestions.

AOB

- ✚ **CH** reminded us that CCTV ICO registration is a legal requirement.
- ✚ We will need to consider the effects of GDPR which comes into force on 25th May 2018
- ✚ A notice about our use of CCTV on site will need to be attached to The Pavilion
- ✚ The roof works have 4 tenders one of which is Durham County council these should be ready in mid-April for a subcommittee to assess and make recommendations as to awarding.
- ✚ Planning fee has been paid and we should know the result within 8 weeks.
- ✚ Building regulations will be available for tenderers to ask for further and better particulars.

MW gave us an update on the funding potentially available to date. The discussion diversified into a more general discussion about the availability of funding from Sport England to include general works around the site with reference to the bowling green and surrounding area. He has asked DCC to quote for extensive works to the retaining wall, paths, internal boards and external boards of the bowling green and the paths around the green.

We will need to revisit this at the next meeting.

Date of the next meeting will be 2018-04-25 10:00

Peter Dawson

2018-03-29