

Building & Grounds Subcommittee



Minutes of the meeting held 2017-10-25 in The Pavilion building, commencing at 11:00

Present: - P Dawson (Chair), C Hillary, P Johnston

Apologies: - N Martin

Visitors: - Clive Oliphant (structural engineer), Josh Bell (IT advisor)

1. **Compliance:**

The committee decided that a complete list of compliance documents should be produced and kept in The Pavilion. These would be subject to review at appropriate intervals and copies would be published on the Parish Council website. See appendix

2. **Fire Safety Inspection:**

The Pavilion was inspected by an officer from the Durham and Darlington Fire and Rescue service on Friday 13th October 2017 and was found to be broadly compliant with legislation. Action points were:

- Complete the fire safety equipment diagram for prominent display
- Prominently display a “what to do in case of a fire notice”
- Add a thumb turn barrel in the outside door in the kitchen

3 **Pavilion Hire:**

A Hiring Agreement document should be prepared for use of the Pavilion. A draft will be produced for discussion at the next subcommittee meeting which would then present their recommendations at the December meeting of the full council. As The Pavilion has no telephone line it was thought that a mobile phone contract could be the best way of managing bookings etc.

4 **Minor Actions:**

- CCTV documentation should be updated so as to be compliant with new legislation and will be considered in the light of Data Protection training provided by DCC on 1st November 2017
- In documentation compliance positions rather than named individuals will be used, e.g. Clerk to the Council and Nominated Councillor.
- Groundsman to have an audit of skills, responsibilities and certificated qualifications etc to ensure that Health and Safety requirements are met – including manual handling, vehicle operation etc.

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5 **War Memorial:**

Some work has been completed around the War Memorial area to ensure safe access for wreath laying etc

As part of the commemoration of the 100th anniversary of the end of WW1 in 2018 it was felt that a list of those who made the ultimate sacrifice should be added to the memorial – perhaps with the aid of section 106 funding.

6 **Brasside Play Project** – held over for a future meeting

7 **Future projects** - North Terrace field, Changing rooms,

- Car Park lighting – this item needs to be addressed as a matter of some urgency due to the changes to daylight saving arrangements at the end of October

5. **Other matters**

- Clive Oliphant gave the committee an illustrated oral preview of his full report which has since been received by the council.
- Josh Bell estimated that 4G Wi-Fi could be provided in The Pavilion for a capital cost of £310 and running costs of £10 pcm. The work could be carried out with 3 days' notice

Date of Next Meeting:- Wednesday 29th November 2017. Future meetings to be held on the last Wednesday of the month preceding full council meetings.

Appendix 1 Parish Compliance

1. PAT testing
2. Legionella
3. Fire equipment testing
4. 5 yearly fixed wire testing
5. Asbestos risk assessment & report
6. Groundsman training and certification etc?

Peter Dawson
2010-10-28