

BURGHFIELD PARISH COUNCIL

Minutes of the Facilities Committee Meeting

Date: Thursday 18th July 2024 **Time:** 6.30pm

Place: West Wing Committee Room, Burghfield Village Hall

Present: Cllr Greaves (Chairman) Cllr D Selway
Cllr L Watts Cllr A Gallagher
Cllr I Kitson

Present: Parish Clerk, Facilities Officer and 0 members of the public.

1.0724 **Apologies for Absence**

Apologies were presented, received and approved for Cllr Y Mattos.
Cllr N Morse & Cllr A Mackinnon were both absent.

2.0724 **Declaration of any personal or pecuniary interests & Applications for Dispensations**

Dispensation has previously been granted to Cllr Selway, Cllr Kitson and Cllr Watts that enabled participation in any discussions surrounding the allotments. They were reminded of their duty to ensure that public perception of their involvement remained unbiased and transparent.

3.0724 **Minutes of the last meeting of the Committee**

The minutes of the last meeting of the Community Committee held on 27 June 2024, having been circulated, were signed as a correct record.

4.0724 **To receive reports on the management and maintenance of the following facilities:**

a) **Burghfield Village Hall**

- i) To receive a report from the Facilities Officer in relation to the management and maintenance of the village hall and give consideration to any actions required.

The wood flooring in the Main Hall & Longton Hall is scheduled for maintenance w/c 2 September. New tables and chairs have been ordered for the West Wing, with a delivery date pending. Additionally, a quote has been received to install vinyl flooring in the West Wing, matching the corridor. Options for removal/selling existing furniture are being explored.

Predicted Income for July is £3,327.50 and August £1,987.50.

b) **Burghfield Sports Pavilion**

- i) To receive a report in relation to the management and maintenance of the Sports Pavilion

Issues with the gas supply continue, with SSE overcharging the council significantly. Together with our utility broker, we have been able to secure the meter being upgraded to a smart meter and monies held refunded.

The installation of the external electricity supply has been completed with 6 x 16amp sockets being provided. An internal isolator switch has also been installed.

The pop up pubs have commenced, with dates scheduled for the next 6 Fridays.

The toilet seat in the ladies required replacement following being stood on. The ladies toilet was also subjected to graffiti following the Community Sports Day.

c) **Common & Hatch Allotment sites**

- i) To receive a report from the Facilities Officer in relation to the management and maintenance of parish owned and maintained allotment sites

Maintenance work on the vacant plots at the Common Allotments is ongoing, with each plot being allocated to the next person on the waitlist. No issues have been reported at the Hatch.

An issue with the new water supply has now been resolved. A notice is to be placed on lid housing the stop cock to advise it is for the allotments only.

The dates for the next allotment surgery are to be determined for August.

d) **Burghfield Burial Ground**

- i) To receive a report in relation to the maintenance of the Burial Ground & Closed Church yard

A letter has been forwarded to all grave owners kindly requesting any additional items to those permitted in accordance with the Burial Ground Regulations are removed to aid the overall upkeep and maintenance of the site.

A site meeting has been scheduled with the grounds maintenance contractor to ensure the aims and objectives of the parish council, the church and the contractor are in alignment. A revised map of the areas of priority has been provided by the church in relation to the closed churchyard

A tender review for the maintenance of the burial ground is to be undertaken at the end of the current season to ensure best value.

5.0624 **Health & Safety**

- i) To give consideration to any H&S issues identified and determine the required action

PAT testing, the annual maintenance of the Air conditioning and annual Fire testing are all scheduled to be completed in September.

6.0724 **Environment & Sustainability**

- i) To receive a report regarding environmental work in the parish and plan future projects impact to reduce BPC's carbon footprint and promote sustainability

Contact has been made with BBOWT (Berkshire, Buckinghamshire & Oxon Wildlife Trust) in relation to advice for the placement of bird boxes, owl boxes and bug hotels within the parish. BBOWT commission Future Nature to carry out an initial assessment and create a report to cover all the enhancement opportunities within the parish. A quotation is being obtained.

Advice has been sought from WBC Countryside Team for the planting of a community Orchard. An update is to be provided at the next meeting.

7.0724 **Finance**

- i) To receive a monitoring report

Amendments to the accounting software are being processed to reflect the financial responsibilities of the committee. A report is to be presented once the amendments have been incorporated.

8.0724 **Future Agenda items & Items for Information Only**

The timing of the allotments year, and subsequent invoicing for tenants, is to be considered at the next meeting to align with the growing season.

Close of meeting 19.08pm.