

# MARKS TEY PARISH COUNCIL



Minutes of the Parish Premises Committee Meeting 7<sup>th</sup> December 2020 at 6.30pm  
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**PRESENT:**

**COUNCILLORS: -**

K EVANS  
A SPELLER  
J WOOD  
M BAILEY  
G WELLS

**IN ATTENDANCE:**

G HUMPHRIES (CLERK AND RFO)  
2 Members of Public

**2020/PCM035 Apologies for absence**

All members in attendance. Councillor Wood arrived at 6.40pm. Cllr Bailey needed to leave at 7.15pm

**2020/PCM036 Declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests**

**2020/PCM037 Minutes**

Minutes from Premises Committee held on 19<sup>th</sup> October 2020 were **APPROVED** and duly signed by Chair  
Proposed Cllr M Bailey  
Seconded Cllr A Speller

**2020/PCM038 Public Session**

Two members of Public In attendance from MTFC. Looking To start a new side. Members listened to there request and would discuss under agenda item 2020/PCM040 Football and Jubilee Fields. Looking for space at the ground for training one evening a week this year and training / Sunday games in 2021 / 2022 season. It will be a senior team – starting at 18 years old.

**2020/PCM039 Use of Jubilee Fields**

Report received from Cllr Evans regarding grounds and work that is needed to maintain the field and assets. Discussed possibility for a Ground Maintenance role within employed staffing – however this was discussed and could be challenge to obtain right candidate.  
Members agreed use of field policy template to sit alongside the Council dog walkers code of conduct.  
Clerk to complete template for policy including in the exclusions fireworks.  
Proposed Cllr K Evans  
Seconded Cllr G Wells

**2020/PCM040 Football at Jubilee Fields**

Report Received from Cllr Evans. MTFC looking for the opportunity to come back to the Jubilee Fields. Members approved for the use of ground for a training one evening a week for this year. Cllr Evans to look into the costings and evening this can be accommodated. MTFC prepared to cover ground maintenance of the pitch when required. Contracts need to be discussed and looked into for next football season to take into account possible 2 hirers at the field.  
Proposed Cllr K Evans  
Seconded Cllr J Wood

**2020/PCM041 Small Hall Flooring**

Proposed Tender document reviewed by Members. Small hall area to also cover toilets and kitchen. Members also requested additional quotes for the main hall toilets and Foyer area along with the stage area / corridors either side. Clerk to request all 3 quotes and report back to premises. Deadline for Tenders to be received 11<sup>th</sup> January 2021  
Proposed Cllr J Wood  
Seconded Cllr A Speller

**2020/PCM042 Grass Cutting Jubilee Field**

Proposed Tender document reviewed by Members, approved with slight alternation to point C and the inclusion of increase in line with inflation (linked to Consumer Price Index. Deadline for tenders Monday 1<sup>st</sup> February 2021.  
Proposed Cllr K Evans  
Seconded Cllr G Wells

**2020/PCM043 Maintenance Schedule**

Members received an update regarding maintenance schedule. Members approved spend of £178.40 plus cost of hinges, screws, a gate catch and padlock for the fence around the Christmas tree. Members

approved to purchase of the Fogging Machine from Cllr T Wynne-Willson at the cost of £75 for machine plus additional solution.

Proposed Cllr G Wells

Seconded Cllr A Speller

### **2020/PCM044 2021 Projects**

Members discussed the agreed projects for 2021/2022. Clerk to request quotes for the toilet flooring under the above-mentioned flooring tender document. Clerk also to request quote for decoration of the recreation hall along with main hall and recreation hall toilets from WB decorating and report back to premises committee.

### **2020/PCM045 Information Exchange, Clerks Report and Correspondence File**

#### **Chair's Report**

- a. Gerald Wells (Chair) and I looked at immediate work required in the toilets as discussed in Premises Committee meeting 19<sup>th</sup> October 2020/PCM032 Budget. In general, the immediate work required is to replace the flooring in the Main Hall toilets and redecorate; and redecorate the Rec Hall toilets and disabled toilet as this will improve the appearance and make them easier to keep clean.
- b. Inventory – Guildhall services property. Discussed in Clerk's report 19<sup>th</sup> October 2020/PCM032. All property identified in the inventory was collected as arranged. A mini oven belonging to MTFC which was kept in a kitchen cupboard was not located. This cost £40. Sand belonging to Guildhall services had been moved to the garage and put into black sacks, this has not been collected.
- c. Voluntary work on Jubilee Fields over the last few months has highlighted the extent of the maintenance required on Jubilee Field. Consideration should be given for a recommendation to Staffing Committee for the development of a role that includes this work.
- d. The Financial Regulations requires committees to review a three-year forecast of revenue and capital receipts and payments. This committee should aim to have a three-year forecast on a rolling basis as an aim going forward.
- e. The TOR for this committee requires us to *draft, implement, review, monitor and revise policies and procedures to ensure that H&S legislation and guidance is implemented; and ensuring that risk assessments are in place and are comprehensive, fully documented and up to date and reviewed annually.* We need to establish a process for this.

#### **Clerk's Report**

- Playground post installation inspection has been completed and cascaded to members prior to the meeting. Clerk in correspondence with the contractor regarding work required.

### **2020/PCM046 Chair to close the meeting.**

Meeting closed at 8.35pm