



**287/289 Kenilworth Road, Balsall Common CV7 7EL**

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## **Facilities Committee Meeting**

**Unapproved Minutes of Facilities Committee Meeting held on Wednesday 31 October 2018 at 7.00pm in the Westlake Room, Village Hall 112 Station Road, Balsall Common CV7 7FF**

### **Minutes**

**Present:** Councillor Marie-Louise Marsden (Chair), Councillor Mark Tattum and Councillor Christina O'Sullivan.

1. **Apologies:** Apologies were received and accepted from Councillor Judy Lea and Karen Welby.
2. **Declaration of Interests:** There were no declarations of interest.
3. To approve the Minutes of the Facilities Sub-Committee Meeting held on 12 July 2018 as a true record.  
**The minutes of the Facilities Sub-Committee Meeting held on 12 July 2018 were approved as a true record.**
4. **To receive an update on the progress of resolutions of the last meeting.**  
Item 4: Terms of Reference for Facilities Sub-Committee were taken to Parish Council on 19 September 2018 when it was agreed that the Sub-Committee would become a Standing Committee of the Council and incorporated as such in the Council's Scheme of Delegation.  
Item 7: 3<sup>rd</sup> bin store ordered at a cost of £360.00 to provide added disposal capacity at the Cemetery for spent flowers and grave tributes.  
Item 8: Clerk circulated a report on the process of memorial inspection and indicative costs. Chair to advise Chair of Finance and General Purposes Committee of a budget sum request for 2019/20.  
Item 9: Tree works application to SMBC has been made to obtain planning approval for tree works to reduce the overhang of the tree adjacent to the lych gate.  
Item 10: A memorial permission form has been completed and is now in use, available from the Clerk or from the council's website.

5. Public Forum  
There were no public present.
  
6. Proposal to review and approve Temple Balsall Cemetery fees, rules, regulations and permission process.  
**Resolved to approve the Temple Balsall Cemetery fees, rules, regulations and permission process.**  
The income and expenditure at the cemetery was reviewed. The current fees were compared to those being charged at Solihull, Coventry, St John's Church Berkswell and Temple Fields cemeteries.  
The following changes have been made:  
The charge for adult burial interment was set at £880 for a resident and £1,920 for a non-resident.  
The charge for ashes interment of an adult was set at £220 for a resident and £480 for a non-resident.  
The charge for a new memorial was set at £220.  
The permission for placing a plaque on the Memorial Wall was set at £20.  
The remaining fees to remain at the existing levels.  
Minor changes to the rules, regulations and permission process were made.
  
7. Proposal to receive and note the recommendations of RoSPA annual inspections of playgrounds.  
**Resolved to accept the recommendations of RoSPA.**  
**Resolved to replace the swing set at Oakley Playground and replace matting as required and advise on the need for a budget requirement of £5,000.**  
**Resolved to repair the matting gaps beneath the 3 tier high bars fitness equipment on Oakley Green.**
  
8. Proposal to approve the addition of a six monthly play equipment maintenance programme of £160 p.a. plus materials to the existing contract for weekly equipment inspection for Willow Park and Oakley playgrounds.  
**Resolved to approve the addition of a six monthly play equipment maintenance programme of £160 p.a. plus materials to the existing contract for weekly equipment inspection for Willow Park and Oakley playgrounds.**
  
9. Proposal to select and recommend to full Council the approval of a provider for replacement playground equipment at Willow Park.  
**Resolved to select and recommend to full Council the approval of provider for replacement playground equipment at Willow Park with the following inclusions to the contract negotiated:**  
**An independent play inspection of the new equipment (to be included)**  
**A 10% contingency added to take account of site conditions.**  
The Committee examined the quotations supplied and requested that the Clerk negotiate that the provider be made responsible for any damage caused.
  
10. Proposal to approve the commissioning of Matta Products to repair and replace play matting to fit in with new equipment at Willow Park.  
**Resolved to approve the commissioning of Matta Products to repair and replace play matting to fit in with new equipment at Willow Park.**

11. Proposal to approve the replacement of a climbing panel to play equipment at Willow Park at a cost of £1,438.00 plus vat from the Recreation – major repairs/equipment budget.  
**Resolved to approve the replacement of a climbing panel to play equipment at Willow Park at a cost of £1,438.00 plus vat from the Recreation – major repairs/equipment budget.**
  
12. Proposal to select and recommend to full Council the approval of a provider for a tarmac path of c192 metres length at Willow Park.  
**Resolved to select and recommend to full Council the approval of a provider for a tarmac path of c192 metres length at Willow Park.**
  
13. Proposal to undertake tree works as specified in the Willow Park tree survey undertaken in 2017 by Keith Clark and additional work identified.  
**Resolved to undertake tree works as specified in the Willow Park tree survey undertaken in 2017 by Keith Clark and additional work identified (items x, 9, 11 and 53).**
  
14. Update on WWI 100<sup>th</sup> year celebration actions.  
**The update on WWI 100<sup>th</sup> year celebration actions was noted and welcomed.**
  
15. Proposal to purchase and install a Remembrance bench.  
**Resolved to recommend to full Council the allocation of a budget to purchase and install a Remembrance bench in Balsall Common village centre, replacing the bench outside the carpet shop.**
  
16. **Correspondence**  
**(16.1)** Letter from Head of Highway Services SMBC offering a hand winter grit spreader, grit and training for volunteers in Balsall parish to carry out preventative salting of areas of the public highway (roads and footways).  
**At the recent SAC meeting, it was agreed that an approach would be made to SMBC on behalf of all parishes in the borough.**
  
17. **Date of next meeting: tba**

SIGNED ..... Marie-Louise Marsden (Chair) DATE .....