



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

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## **Facilities Committee Meeting**

**Approved Minutes of Facilities Committee Meeting held on Wednesday 17 April 2019 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, Councillor Christina O'Sullivan, Val Beck and 5 members of the public.

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 Committee Meeting held on 31 October 2018 as a true record.  
**The minutes of the Facilities Committee Meeting held on 31 October 2018 were approved as a true record.**
4. To receive an update on the progress of resolutions of the last meeting.  
Item 7: £10,000 has been allocated by full Council in the 2019/20 budget for swing and matting replacement at Oakley playground.  
Item 8: A six monthly play equipment maintenance programme at a cost of £160p.a. plus materials has been provided in the 2019/20 budget by full Council.  
Item 13: One tree remains to be felled in Willow Park resulting from the 2017 tree survey. This will be completed after the end of the bird nesting season.
5. **Public Forum**  
Members of the public made the following comments:  
The recent village centre litter pick had been done as part of the 'Keep Britain Tidy' initiative.  
The fruit trees planted at the cemetery need some attention.
6. Proposal to approve the amendments to the Cemetery Rules and Regulations.  
**Resolved** to approve the amendments to the Cemetery Rules and Regulations.
7. Proposal to recommend an IT management system of cemetery records through the purchase of Edge Epitaph for a 3 year contract at a quoted cost of £750.00, set up and configuration of £90.00, scanning of registers at £120.00 per volume and associated training of £280.00 (all ex VAT).

**Resolved** to approve the adoption of a records management system (Edge Epitaph) for the cemetery and recommend to full Council.

8. Proposal to seek quotes for the digital mapping of Temple Balsall Cemetery to incorporate into the Edge system.  
**Resolved** to seek quotes for digital mapping of Temple Balsall Cemetery to incorporate into the Edge system and recommend to full Council.
9. Proposal to approve to the quotation of £640 pcm received from Mr and Mrs B Ball for mowing and strimming at Temple Balsall Cemetery in 2019/20.  
**Resolved** to approve to the quotation of £640 pcm received from Mr and Mrs B Ball for mowing and strimming at Temple Balsall Cemetery in 2019/20.
10. Proposal to approve an application to the Commonwealth War Graves Commission for a sign to be fitted at Temple Balsall Cemetery.  
**Resolved** to approve an application to the Commonwealth War Graves Commission for a sign to be fitted at Temple Balsall Cemetery.  
The council to contact St Mary's Church concerning their possible involvement in the scheme.
11. Proposal to establish a risk based tree management strategy for Temple Balsall Cemetery and Willow Park.  
**Resolved** to establish a risk based tree management strategy for Temple Balsall Cemetery and Willow Park with the involvement of the Tree Warden. The strategy to use recommended practice to identify high risk areas.
12. Proposal to approve the quotation received from Mr and Mrs B Ball for village centre planting of £955.00 and maintenance of £226.00 (est.) in 2019/20.  
**Resolved** to approve the quotation received from Mr and Mrs B Ball for village centre planting of £955.00 and maintenance of £226.00 (est.) in 2019/20.
13. Proposal to note the budget summary for Willow Park improvements and receive an update on the project.  
The budget summary and update was noted, remedial works following pathway installation will be ongoing.
14. Proposal to approve the evaluation of quotes for Willow Park railings and the authorisation of payment to the selected contractor within the budgeted amount.  
**Resolved** to appoint Secure-a-Field at an estimated cost of £3,963.00 + 15% contingency ex VAT.
15. **Proposal** to approve the evaluation of quotes for Willow Park gym equipment and the authorisation of payment to the selected contractor within the budgeted amount.  
**Resolved** to appoint Sunshine Gym at an estimated cost of £9,474.85 ex VAT.
16. **Correspondence**  
(16.1) Email from Keep Britain Tidy regarding the Great British Spring Clean 22 March – 23 April 2019.  
This item was covered during the public forum.
17. **Date of next meeting**  
Wednesday 12 June 2019 at 7.00pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF

**SIGNED** ..... **Andrew Burrow (Chairman)**

**DATE** .....