



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

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## **Facilities Sub-Committee Meeting**

**Approved Minutes of Facilities Sub-Committee Meeting held on Thursday 12 July 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, Councillor Judy Lea, Councillor Christina O'Sullivan and one member of the public.

1. **Apologies:** There were no apologies.
2. **Declaration of Interests:** There were no declarations of interest.
3. **Public Forum**  
There were no comments from the public.
4. **Terms of Reference**  
To consider terms of reference and refer to Finance and General Purposes Committee for approval.  
**Resolved to alter the draft TOR to reflect the position of the Sub-Committee as a Committee of the Council and recommend that this is considered at the next full Council meeting.**  
The Clerk to make the changes identified in the draft TOR.
5. Consider for approval the co-option of 2 members representing residents or local organisations with a related interest to this Sub-Committee.  
This item was considered after agenda item 2 and Karen Welby was proposed as a co-opted member to one of the two non-voting positions on the Sub-Committee.  
**Resolved to approve the nomination of Karen Welby as a co-opted member of the Facilities Sub-Committee**

6. To receive the report of the review of facilities assets.  
**In addition to the actions identified in the report, it was agreed to identify the Arnold Legacy Memorial Wall and garden with a plaque.**
7. Update report on Cemetery improvements.  
**The report was noted and the balance of £1,479.42 including bank interest to 1 June 2018, remains as an earmarked reserve for future works.**
8. Proposal to undertake a memorials inspection at Temple Balsall Cemetery.  
**Resolved to delegate to the Clerk the seeking of quotes for a memorials inspection at Temple Balsall Cemetery.**
9. Proposal to commission tree management works at Temple Balsall Cemetery as recommended by Barlow Associates Ltd.  
**Resolved to delegate to the Clerk tree management works at Temple Balsall Cemetery following SMBC Planning consent.**
10. Proposal to review and recommend the Temple Balsall Cemetery fees, rules, regulations and permission process.  
**Resolved to review fees in line with those of Coventry MBC, Solihull MBC, Temple Fields, Meriden and Berkswell Church.**  
**Resolved to review the fees in conjunction with an income and expenditure analysis.**  
**Resolved to initiate the use of a memorials permission form for all memorials applications to the Council.**
11. Proposal to approve the commissioning of RoSPA to undertake annual playground inspections for Willow Park, Oakley Park and Oakley Green.  
**Resolved to agree the appointment of RoSPA to undertake annual playground inspections for Willow Park, Oakley Park and Oakley Green.**
12. Proposal to undertake a tree survey at Willow Park.  
**Resolved to delegate to the Clerk a tree risk survey at Willow Park.**
13. Proposal to consider Willow Park improvements and recommend improvements to the existing playground takes place as a first priority.  
**Resolved to agree works to improve the existing playground equipment and surface.**  
**Resolved to recommend the implementation of a tarmac path and associated adult gym equipment to full Council in September.**
14. Update on SMBC information concerning Unauthorised Encampments.  
**This item was noted.**
15. Proposal to consider WWI 100<sup>th</sup> year celebration actions.  
**Resolved to establish a Working Party to put in place actions. Membership to consist of Councillor Marie-Louise Marsden (Chair), Councillor Mark Tattum,**

**Councillor Judy Lea, Councillor Richard Lloyd, Councillor Lionel King and the Clerk.**

- 16. Date of next meeting: Wednesday 31 October at 7.00pm in the Westlake Room, The Village Hall, Station Road, Balsall Common CV7 7FF**

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