

CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE

2 March 2020

Fryern Pavilion, Chandler's Ford 7.00 pm

PRESENT: Councillors Broadhurst, Cox, Duguid, Hughes (Chairman), Kyrle, Irish, Newcombe and Pragnell.

In attendance: Cllrs Atkinson, Holden-Brown and Johnson along with Duncan Murray (Parish Clerk).

Public Participation: There were no members of the public present.

1. APOLOGIES

These were received from Cllr Aubry and, Phil Eades (Compliance Officer Operations) Tomor Beqo (Facilities Manager) and Geoff Mitchinson (Team Leader Sports Hall).

2. DECLARATIONS OF INTEREST

There were none.

3. TO AGREE THE MINUTES OF THE COMMITTEE'S MEETING OF 3 FEBRUARY 2020.

With the correction that Cllr Duguid was an apology and not present and the removal of an errant 's', following proposal, seconding and on a show of hands the minutes were AGREED.

4. TO RECEIVE THE COMPLIANCE (OPERATIONS) OFFICER'S AND FACILITIES MANAGER'S REPORTS:

4.1. Update on PSS and most recent reports

The Officer's report was noted with the following Officers Comment:

"The change of day (11th to 12th) is not a concern and the duplicate entries are easily identified as duplicated because they are recorded only minutes apart.

The report does show the recreation play area was visited on the 10th Jan so I think the MUGA & Skate Park was visited as well and the error is probably a genuine error.

There were no findings reported but a separate comment was made that the bark chips at Suffolk Drive were very low – these are due for an imminent top up with rubber chips."

The Officer's EBC Play Area Inspections Audit conclusions noted that: -

"Following these discussions there has been significant improvement in the analysis and reporting from EBC in recent months and I feel EBC have taken the necessary steps to review the data recorded more effectively before it is sent to CFPC, and although the method of recording errors on the PSS system is yet to be clarified CFPC do record the errors in a monthly summary report which can be used as a record until EBC have an operational method within the PSS system for recording errors in place."

It also concluded that the EBC operatives were correctly trained for their tasks and on the RoSPA Play Area Inspectors' register.

The Clerk informed Members that Officers were drafting a Play Areas Policy to complement the Open Spaces Policy and pull together the specific Risk Assessments undertaken by EBC with a generic Risk Assessment to cover the play areas and identify the contracted out works and fully comply with current RoSPA play area guidance.

The Chairman commented that it was essential that the Compliance Officer attended the meetings of the committee to report in person. The Clerk advised the Chair that contractually the officer didn't have to attend and that it was therefore an HR issue, not within the remit of AMC. Members did agree that occasional attendance would be helpful. Another Member commented that the Officer's checks etc should be audited externally, which was quite usual in businesses. However, another Member warned him that in this setting such checks would be tantamount to constructive dismissal.

4.2. To note maintenance/contracted work undertaken/advisable

The Facilities Manager's report was noted:

- Water Risk Assessment, reviewed for Fryern Pavilion as of 27 February by Dynamika.
- Fire alarm 6-month check, Fryern completed by Nexus Fire and Security.
- Bi-fold doors, annual service, completed Bi-fold Rolfe.
- Culligan water softener/system, contracted for two visits this year @ Hiltingbury Sportshall, first visit March.
- A variety of 11 fruit trees have been planted at Fryern.

- Three other trees for Fryern, these had been delivered and planted, replacing dead/felled trees as per adopted policy.
- Memorial tree for Hiltingbury, this had been delivered and planted.
- Hiltingbury rec tree fell on Sunday 16th February due to storms, actioned immediately Monday morning in-house.
- Carpet removed in Clanfield Room and replaced with vinyl, due to unremovable coffee stains and excessive wear and tear. This had made the room more attractive to other types of hirers that we have not been able to book previously (ie. dance classes/Zumba). A number of tiles were salvageable/clean and would be recycled to replace other heavily stained tiles. Done under Fin Reg 4.1 to expedite during half-term and avoid the loss of revenue.
- Wall painting and gloss to all hired rooms at Fryern, reception/entrance hall and changing rooms to follow.
- Suffolk Drive play area re-mulched.

A Member enquired as to why the orchard area was smaller than he remembered as being resolved.

4.3. To note a report on incidents recorded and reported to the police.

There had been none.

5. TO RECEIVE AN UPDATE REPORT ON HILTINGBURY PAVILION EXTENSION AND NEW SPORTS HALL: -

5.1. To note income streams for February for the council's facilities

As at 25 February invoiced/takings Vatable £12,647 - ex VAT £10,609 up from December at gross £11,894 ex VAT = £10,010.

Average Monthly Income projected in the budget =£10,750

Fryern Football £151.24 H/bury football £ 268.16= £ 419.4 (no VAT) down from £592.58 (weather).

In addition, Tennis Memberships add £3,230p.a.

Fryern room hire £3,443.71 – ex VAT = £2869 + football 151.24 = £3,020 down £17

Hiltingbury Net Invoice/Takings (as at 25 Feb) £7,588.08 (= £91,056 p.a.) up from January £6,971, December £4,118, November £5,557, October £5,246 and £4,242 in September.

Net sales (with budget support) totalled £9,338 with costs of £6,971 giving a gross operating profit figure of £2,367.

NB £3,307 of the net take above for the Sports Hall was for badminton, thus giving reasonable stability to sports hall income for the summer months.

By the 29th February hall/studio usage/income was within £14 of budgeted 'target'.

Graphics of the usage were shared with Members, showing recent weekends at around 80% sports hall occupancy as well as an average of around 50% occupancy during the recent half-term.

The first comment from a Member was that the team should be congratulated as the figures showed that income (in February) was also covering the interest charges, in this year, on the loan for that month and covering its other revenue costs.

A second Member also commented that the figures were very encouraging, but the council should prepare for a dip due to Coronavirus.

Another Member did not share the reassurance and made accusations about the figures being put before the committee as being erroneous, and 'having worked it out for himself', he stated that there was a, circa, £125k 'blackhole'. That a £21k budget support figure had appeared out of nowhere and was not in the original Business Plan, and that there was no provision for the capital or interest repayments. He also commented that he was shocked that they still didn't have figures that had any integrity and that they were double their budget on labour.

A fourth Member commented that it could cause offence to use the word integrity and that all Members around the table knew the figures were put together with the utmost integrity.

The previous Member continued that 'they had a problem, and none of them knew about it'.

The first Member commented that the other Member didn't have access to the Council's accounts and that it was disrespectful to the Clerk and the accountants to state that the figures are incorrect.

Following a question about the utilities and NDR figure in the costs the Clerk responded that they were the provision for Non-Domestic Rates, which had not been set yet by the Valuation Office and probably would not be for 18 months. The Clerk also commented that the Business Plan forecasts were precisely that, and until staffing levels had been resolved, along with hire charges etc, they were indicative. In terms of the Resolved Budget there was no £125k 'blackhole', the figures tied up.

A fifth Member commented that he had been a Borough Councillor for a very long time and he found that Members should accept what their professional officers put before them and the professional advice they give.

The Chairman concluded the discussion by commenting that the committee must look to the positive and concentrate on positive outcomes.

As a final point the Clerk stated that in a phone conversation earlier that day, he had been reminded by an EBC Officer that there was a £20k retention of the £400k grant being held, which would be released once the final account had been agreed. The Clerk apologised that he had totally forgotten about this and said a lot had happened since August 2018 when the retention had been made, but made the point that this would help the council's reserves balance when the retention was released.

5.2. To note progress at the Sports Hall in February.

The Sports Hall Team Leader's report was noted, and in particular, the excellent half-term, another morning was being put-aside for the 50+ Get Active, a free Short Mat Bowls event was being advertised for April and the hall had increased club bookings.

The report also confirmed that both a snagging list was being put together for a visit in April by Acheson, and that all the weekly checks were being undertaken.

5.3. To note that it will be essential to provide air conditioning to the two smaller studios (use different from the design stage anticipated of concessions rooms) plus office, and to discuss and agree the budget to install a single condenser servicing 3 blower units.

The anticipated cost of the first quote received for air conditioning for the two smaller studios was discussed and it was suggested that officers should look to better quality units such as Daikin and bring alternative quotes back to the next committee.

6. TO DISCUSS AND AGREE THE INSTALLATION OF THE FIRST PATH FOLLOWING THE DESIRE/NATURAL LINE FROM THE BEND ON THE SAFER ACCESS TO SCHOOLS PATH TO THE STEPS AT THE FAR END OF THE MUGA.

A brief discussion took place on this item, especially that if there was a desire line it was better to follow it. The indicative cost from earlier quotes for the first path linking the elbow of the Safer Access to Schools path to the steps leading to the dip, was £15k after adding inflationary costs. Following proposal, seconding and on a show of hands this was AGREED as a budget figure.

7. MATTERS TO BE TAKEN FORWARD TO THE COMMITTEE'S NEXT AGENDA.

Air conditioning and the top car park resurfacing.

The next meeting was confirmed as being at 7.00pm on 6 April 2020 at the Fryern Pavilion. That being the conclusion of business the meeting was closed at 8.20p.m.

Chairman.....