

CHANDLER'S FORD PARISH COUNCIL - ASSET MANAGEMENT COMMITTEE

7 NOVEMBER 2022

Fryern Pavilion 7.00 pm

PRESENT: Councillors A Broadhurst (Chairman), Attrill, Irish, Kyrle, and Selby.

In attendance: Duncan Murray (Parish Clerk) and Tori Beqo (Facilities Manager) no other officers were present due to Covid-19 Secure advice.

Public Participation: There was one person present for public participation Jane Hitchman (Ramalley Allotments Rep) who asked why the Allotments were not listed on the Parish Office webpage as assets, and in which case were they assets. The Clerk responded that the allotments had their own webpage and were listed in the signed-off Asset Register at the nominal value that was paid for them in 2012 at £1 for each site.

1. APOLOGIES

Cllrs Evans and Johnson had sent their apologies, Cllrs Baker and Beer were not present.

2. DECLARATIONS OF INTEREST

There were none

3. TO AGREE THE MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE OF 3 OCTOBER 2022.

After being gone through page by page and following proposal, seconding and on a show of hands these 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, showing 9 items reported, all of which were classed as low or very low risk. One play area had been targeted twice with graffiti.

4.2. To note maintenance/contracted work undertaken/advisable

The Facilities Manager's report:

- **Ground Maintenance:** All ground maintenance had been carried out as per normal for the time of the year. Staff had fertilised both pitches at Fryern and Hiltingbury, used granular fertiliser Lebanon Proscap which made a huge improvement.
- **Maintenance Checks:** All maintenance checks completed at Fryern and Hiltingbury including water checks and fire alarms. Nexus Fire and Security recently completed the fire alarm maintenance.
- **Tennis Courts:** Axis had replaced the faulty magnets on the top court, unfortunately the same issue had occurred for the bottom courts a quote had been received from Axis for the work to be done, confirmation date for the work to be completed was due.
- **Eagle Close Allotments:** The installation of the CCTV at Eagle Close had been completed, everything seemed to be working well.
- **Play Areas repairs:** Vita Play have completed part of the repairs they were waiting on parts for the remainder of the work. The roundabout at Cox Row had been removed for safety reasons and to stop any more damage being caused to it.
- **Hiltingbury Cleaner:** New cleaners had started at Hiltingbury Sportshall, due to our original cleaners not been able to cover as they were extremely busy. They started this month and are under review.
- **Staffing at Hiltingbury Sportshall:** Recruitment was still ongoing for the Part-Time position at the Sportshall, there were six candidates of which two were booked in for an interview on the 7/11/22 the rest of candidates hadn't confirmed attendance. TB had been covering some of the late shifts at the Sportshall to help the situation.
The report was noted.

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

There had been a sexual assault on a young woman the previous Friday, at about 6.30am. One of our groundsmen was on-site and gave her shelter and called the police for her. Officers determined that the building had some missing CCTV cover and had already re-enabled an additional camera, that was offline, by purchasing a different DVR that has 16 channels rather than 8. Officers recommended that two further PTZ cameras should be purchased at a cost of £500 ex VAT including cabling. They would have 20-times optical zoom and illuminate approximately 100m distance at night and be installed inhouse.

Following proposal, seconding and on a show of hands the purchase was AGREED at £500 ex VAT.

5. TO RECEIVE AN UPDATE REPORT ON FRYERN PAVILION AND SPORTSHALL TRADING ETC:

Usage of the Sports Hall remained high. While it would usually be quieter, it was clear that the public bookings had taken up a lot of the free slots. The Studios were continuing to slowly increase in usage, there had been a few more regular weekly bookings from existing hires.

Tennis Courts

The tennis court usage was slowing down moving from Autumn into the Winter months. The wetter weather is deterring the avid player.

Staff had received a number of complaints from the public regarding a lack of availability for the tennis courts. It was becoming increasingly difficult to monitor the court usage specifically by coaches and clubs but note that, for instance, Hiltingbury Tennis Club were still using Court 4 on the booked session days, despite it being a first come, first served court for public use. It had been raised with them and they were requested to only use the courts that they had booked.

Staffing

We have a small number of candidates interested in the Part-Time position and are looking to hold interviews on the 7th November, with the potential of a new staff member starting as soon as possible once all references & checks come back. Take up has not been as high as we would like and we are seeing a lack of response when we reach out to applicants to book an interview.

Sportshall Financials

There wasn't much to report on the budget report at the Sportshall, other than the income YTD was up £12k on budget and expenditure down £2.5k on budget, which was a comfortable place to be in. Any impact on energy costs had yet to be felt, as October's invoice had not come in at the date of the meeting. The charges for tennis coaches had boosted the total income from tennis.

Fryern Financials

Fryern Pavilion had recovered post-covid quite well and had exceeded the budget expectations by £4.1k year to date.

For both centres there was the issue of the spiralling cost of living and how that might affect the viability of classes as time progressed, and if our hirers were to see their attendance was dropping off.

The budget figures for 2023-2024 still need to be very 'conservative', setting anticipated income levels at what can be achieved, not aspirational. Dealing with a potential surplus would be a better place to be rather than trying to fill a black hole.

October bookings

September's figures were £14,313 inc VAT, or £11.9k ex VAT; October's were at £15,921 inc VAT, or £13,267.50 ex VAT giving an increase of some £1.3k.

6. TO DISCUSS AND AGREE WHETHER TO INSTALL FURTHER SOUND ABSORPTION PANELS TO THE

CLANFIELD ROOM.

This item was requested at the recent P&F Committee meeting. Despite the ceiling fixed sound absorption panels the room still had issues. Eight ProSound 1.2m² panels could be purchased at £130 each ex-VAT, delivery and contact adhesive.

Following a short debate and proposal, seconding and on a show of hands a budget of £1,300 ex-VAT was set.

7. TO DISCUSS AND AGREE ANY RECOMMENDATIONS TO FULL COUNCIL ON THE FRAMEWORK OF THE TERMS OF REFERENCE /DELEGATION SCHEME FOR THIS COMMITTEE.

The Clerk introduced the item and Members discussed the necessity of the committee to continue to have autonomous control of its budget up to the limit of its authorisation detailed in the Financial Regulations (Fin Reg 4.1) at £50,000 ex-VAT, at which point items were referred to Full Council for ratification as Recommendations.

It was also commented that Internal Audit had not expressed any concerns over past expenditure nor the committee's procurement procedures. Indeed, the procedure for challenging a committee's resolutions (SO 7) had not been used in the 8-years of the Clerk's tenure.

Further, it was felt by Members that for P&F to have oversight would be putting too much on a committee that already had a full 'in tray'.

Therefore, following proposal the item from the Briefing Note was resolved to go forwards as the Committee's Recommendation (in full): -

"The Terms of Reference review needs to have input given by this committee as the reasons for AMC having autonomy over its budget is for it to be able to respond quickly, and efficiently, when needed.

Certainly, there needs to be some clarification of its developing role since the Sports Hall opened, but there are also still asset transfers to be undertaken (2 play areas and several areas of green space - at minimum).

It is also worth noting that P&F have a limited role in 'setting' and 'approving' budgets as it is a legal requirement that Full Council sets the budget and agrees the final figures as well as the impact of that budget on the Precept that is set. It is not a matter of getting 2+ committees to agree! Furthermore, it is the Responsible Finance Officer that sets out the budget (or differing Precept levels being proposed) to Council, not a committee nor any Members.

The system we have in place, of AMC having its own budget, specifically identified within the larger budget of Council and the authorisation levels within the Financial Regs and Standing Orders for a limit of £50k expenditure have both worked and have not been criticised by Internal Audit.

For this reason, AMC should also clarify that it needs to have control (in making Recommendations to Council) over charges for services, room hire rates and allotments, the latter of which it has had control of since 2014.

The whole purpose of having a committee structure in a council is to allow for efficient responses to situations (including vandalism of property, crime reporting/detecting etc) without having to duplicate decisions by various other committees and then potentially Full Council...that is not efficient working.

If AMC continues to have control over its own budget both in the setting of Recommendations to Council and monitoring of the major expenditure and income generation centres it will make sense as AMC has the detailed knowledge base."

This was seconded and on a show of hands AGREED.

8. TO HAVE SIGHT OF PROPOSALS FOR THE AMC BUDGET ITEM FOR 2023-2024 AT A DRAFT PRECEPT INCREASE OF 5%.

The Clerk commented that usually by November he was 99% sure of the draft budget figures forecasting for 2023 – 2024 was full of unknowns. These particularly included energy costs as the Corona contracts were due to end June 2023.

One matter that was known was the final Tax Base for calculating the Precept had been received from EBC enabling the Council Tax Rate being set for a Band D property to be calculated. CFPC was therefore looking at a reduction in Precept of £4.3k. Also, the NALC pay award for 2022 had been agreed with a £1,925 increase for each scalar point. This would mean an impact of £17.6k in 2022 and the same (plus another settlement) in 2023. Thus, a minimum of 5% Precept rate increase had to be looked at.

Members discussed the issues and uncertainties and that the Clerk would not have an easy task in bringing forward a final draft budget with inflationary effects for the coming year being pretty unknown in terms of their scale of impact.

The Clerk also made comment that in bringing forwards figures for 2023 – 2024 to Full Council he had a statutory duty to ensure that, to the best of his ability, the figures used in terms of Precept were adequate and not just a fit to the Council’s ambitions. The draft was NOTED.

9. TO NOTE THAT ALL THE LIGHTS IN THE REFURBISHED AND EXTENDED AREAS OF THE TWO PAVILIONS HAVE LED LIGHTING, IF REQUESTED TO AUTHORISE THE REPLACEMENT OF THE NON-LED LIGHTS IN THE OLDER PART OF FRYERN PAVILION AND TO SET A BUDGET.

Members discussed the potential energy savings for the pavilion and agreed that subject to a costs/benefit analysis the lights should be changed to LEDs possibly when they failed.

Following proposal, seconding and on a show of hands this was AGREED.

10. TO DISCUSS AND AGREE THE RUNNING OF FUNTASIA IN MAY 2023.

As the matter of an extra Bank Holiday for the coronation had been agreed by the government, rather than moving the May Day holiday by a week, Funtasia could go ahead on the 1 May. A budget of £9,000 to £11,000 to underwrite the event’s costs was requested.

Following proposal, seconding and on a show of hands a budget of £11,000 was AGREED to underwrite the event’s costs.

11. MATTERS TO BE TAKEN FORWARD TO THE COMMITTEE’S NEXT AGENDA.

There were no matters to be taken forwards.

The next meeting was confirmed as Monday 5 December 2022, 7.00pm Fryern Pavilion. That being the end of business the meeting was closed at 8.16pm.

Chairman.....