



Stratfield Mortimer Parish Council

Minutes of the Fairground and Cemetery Committee held at Mortimer Methodist Church Hall on Thursday 16 January 2025 at 7:30pm.

DRAFT MINUTES SUBJECT TO APPROVAL

Present:

Councillors:

CLlr S Hill (Chairman), CLlr M Lock, CLlr D Morsley, and CLlr M Shaw.

Officers:

Miss D Davis, Clerk.

Public/Press:

There were no members of the public and press in attendance.

Part I

24/023 Public Questions (for agenda items only)

None.

24/024 To receive any apologies for absence

Apologies were received from CLlr G Bridgman, CLlr D Kilshaw, and CLlr H Geary.

24/025 To receive any declarations of interest

To receive from Members at this point or at any point during the meeting, in respect of any items included on the agenda, disclosure of any interests in line with the Parish Council's Code of Conduct and gifts and hospitality in line with the Code of Conduct.

None.

24/026 Minutes of Last Meeting

To resolve to approve the Minutes of the Fairground and Cemetery Committee Meeting of 19 September 2024.

RESOLVED unanimously that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.

CLlr Hill proposed.

CLlr Morsley seconded.

24/027 Update from Previous Committee Meeting(s)

To receive an update, outlining actions taken following the meeting held on 19 September 2024 and other updates.

- Cllr Hill and Cllr Shaw confirmed they will be reviewing the gorse on the Fairground over the weekend of 18 January.
- Fairground Tree Work: An estimate has been received for the works on the Fairground that posed a health and safety concern. Under delegated powers the Clerk, in conjunction with Cllr Hill, Chairman, will agree the contractor and purchase order for the works.
- The Skate Roller playground equipment has been inspected and will be discussed at item 24/029 6c.

24/028 Items to be taken into private session

To determine which items, if any, of the Agenda should be taken with the public excluded.

Cllr Hill proposed that agenda items 24/029 3,4,5, and 6, be taken with the public excluded.

Seconded by Cllr Morsley

Resolved unanimously.

24/029 Items for Consideration and Resolution

1. Policies

- a. To consider any Policies within the ambit of the Committee requiring consideration, amendment, or proposal to full Council.**

Cllr Hill requested that the Clerk review the Fairground Use Policy to confirm whether it includes specific prohibitions on fireworks.

ACTION: The Clerk will review the Fairground Use Policy and report back to the committee with findings regarding specific firework prohibitions.

- b. To consider the proposed Terms of Reference for the new Land and Facilities committee, and to agree any further actions.**

The proposed Terms of Reference were reviewed and approved, subject to the amendment that the committee's name be changed to 'Estate Management'.

Proposed by Cllr Morsley.

Seconded by Cllr Lock.

RESOLVED unanimously.

2. Fairground Information Boards

To consider the Fairground Information Boards presented by Cllr Hill and agree any further actions.

The Fairground information boards were discussed, it was agreed content needs to be confirmed at the next meeting.

ACTION: Cllr Hill will send further information to the committee on content prior to the next meeting of the committee.

3. Dog Waste Bin Contract

To consider the quotes for the contract of dog waste collection from 14 Feb 2025 to 31 March 2028 and resolve the contractor and budget for the service.

Minuted at Part II.

4. Annual Tennis Court Clean Contract

To consider the quotes received for the cleaning of the tennis courts 5 year contract from April 2025 and resolve the contractor and budget for the service.

Minuted at Part II.

5. Electrical Cabinets

To receive an update on the electrical cabinets inspections and agree any further actions and remedial work to be undertaken.

Minuted at Part II.

6. Fairground Operational Inspection Report (quarterly)

- a. To receive 'The Fairground Operational Inspection Report- October 2024'
- b. To consider the quotes received for the Gyro Spiral remedial works and resolve the work to be undertaken and the contractor to carry out the repairs
- c. To discuss the information received regarding the Skate roller and agree any actions to be taken with regards to remedial works

Minuted at Part II.

24/030 Items for information only

MUGA- following advice received Jay is now sweeping the surface twice a week and will be using the 'wet and forget' moss/algae killer when weather permits. £15,000 has been allowed in the 25/26 budget for re-skimming. The office is in the process of obtaining quotes for remedial works.

ACTION: The Clerk will contact the Walking Netball Club for feedback following the use of the 'wet and forget' treatment.

24/031 Communications

To identify items for communicating.

- Cllr Hill and Cllr Shaw will review the gorse height on the Fairground this weekend to determine whether it should be reduced, and report their findings to the manager of Badgers Croft via the Clerk.
ACTION: Cllr Hill and Cllr Shaw will report findings back to the Clerk.
- Cllr Hill will write an article for the newsletter regarding the footpath and utility square, promoting its potential availability for rent. Each application will be considered on its individual merits.
ACTION: Cllr Hill will write draft of newsletter.
- Cllr Morsley raised the topic of potential uses for the utility square, prompting a discussion that included the following suggestions: installing a permanent Christmas tree (not deemed a suitable option), displaying a sculpture with a ground anchor for security, and hosting a pop-up shop on weekends. It was noted that policies would be needed to guide usage, rental charges, and the legal position if such initiatives proceed. Cllr Hill thanked the committee for their work on the utility square.

24/032 Future Agenda Items

To identify future agenda items

- Fairground information boards.
- Terms of Reference for utility square if approached for future usage.

- Revisit the remedial works for the Skate roller and decide if to proceed with repair or replacement.

ACTION: The Clerk to add the above to the agenda.

24/033 Exclusion of Press and Public

To pass a resolution to exclude members of the press and public from the meeting at Part II, items identified at 24/017 on the Agenda, due to the confidential nature of the information being discussed.

Proposed by Cllr Hill.

Seconded by Cllr Morsley.

RESOLVED unanimously.

Part II

3. Consider the quotes for the contract of dog waste collection from 14 Feb 2025 to 31 March 2028 and resolve the contractor and budget for the service.

Following a discussion, it was agreed to go ahead with Tactical Facilities management Ltd.

ACTION: The Clerk to review the break tie in the contract and pass findings onto the committee. Then to raise a PO for the contracted works.

Proposed by Cllr Morsley.

Seconded by Cllr Hill.

RESOLVED unanimously.

4. Annual Tennis Court Clean Contract

To consider the quotes received for the cleaning of the tennis courts 5 year contract from April 2025 and resolve the contractor and budget for the service.

Following a discussion, it was agreed to go ahead with Colour Court.

Proposed by Cllr Morsley

Seconded by Cllr Hill

RESOLVED unanimously.

ACTION: To raise a PO for the contracted works.

5. Electrical Cabinets

To receive an update on the electrical cabinets inspections and agree any further actions and remedial work to be undertaken.

The Electrical Cabinet reports were received and reviewed:

- 24/029 5.4- It was agreed to remove one quoted item and proceed with the remedial works, provided the total cost does not exceed £3,175. Under delegated powers, the Clerk, in conjunction with Cllr Hill (Chairman), will select the contractor and approve the purchase order for the works. Once the line item has been removed and the estimate confirmed to remain within the £3,175 limit, this will be reported to the Finance and General Purposes Committee and the Full Council.

ACTION: The Clerk to raise a PO for the contracted works once line item has been removed and the estimate remains in the £3175 limit.

- 24/029 5.5 - The committee agreed to proceed with the remedial works and approved Stanley Electrical Services as the contractor, citing continuity as the rationale. Under delegated powers, the Clerk, in conjunction with Cllr Hill (Chairman), approved the estimate from Stanley Electrical Services without seeking additional quotes.

Proposed by Cllr Morsley

Seconded by Cllr Hill

RESOLVED unanimously

ACTION: The Clerk to raise a PO for the contracted works.

6. Fairground Operational Inspection Report (quarterly)

a) To receive 'The Fairground Operational Inspection Report- October 2024'

The quarterly report was received and reviewed, actions were decided and listed below:

ACTION:

- To arrange a working party in the summer to repaint some of the worn metal items in the playground
- To advise the custodian to clean some of the equipment discussed in the report
- To advise the custodian to fill in some of the shrunken edges around the playground equipment
- Cllr Hill and Cllr Shaw will visit the playground this weekend to inspect the slide and check for loose fixings
- The Clerk will obtain quotes to repair the surfaces around the Gyro Spiral.

b) To consider the quotes received for the Gyro Spiral remedial works and resolve the work to be undertaken and the contractor to carry out the repairs

The quotes for the Gyro Spiral were reviewed, the decision was made to go ahead with the quote obtained from Infinity playgrounds, The Clerk reported that the allocated budget only had £5012.39 remaining and any expenditure over this would need approval by Finance and General Purposes and Full council.

Cllr Hill proposed that, depending on additional confirmation, the works are to be undertaken by Infinity Playgrounds.

Seconded by Cllr Morsley

RESOLVED unanimously.

ACTION: Take to Full Council

c) To discuss the information received regarding the Skate roller and agree any actions to be taken with regards to remedial works

Following an inspection, the information regarding the Skate Roller was received. It was decided to defer discussion of this equipment to the new financial year due to budget constraints.

ACTION: The Clerk to add the above to future agenda item.

Close

The meeting closed at 20:58.

Date of next meeting: TBC