

**You are hereby summoned to a meeting of the Facilities Management Committee  
to be held on Monday 9th December 2024 at 10:00 at the PPC Office**

**Jane Tetley Parish Clerk**



<b>AGENDA</b>		
<b>FM24/120</b>	<b>Welcome to the meeting, apologies for absence</b>	LL
<b>121</b>	<b>Declarations of interest</b>	All
<b>122</b>	<b>Approval of the minutes of the meeting held on 11<sup>th</sup> November 2024</b>	All
<b>123</b>	<b>Matters arising:</b>	All
<b>124</b>	<b>Receive Groundman’s report:</b> <ul style="list-style-type: none"> <li>• <b>Receive</b> Meter readings</li> <li>• <b>Receive Update</b> on Robson Field &amp; emergency repair for gate</li> <li>• <b>Consider and Approve</b> 9 vs 9 football pitch marked out in blue</li> <li>• <b>Consider</b> the usage of the pitches by Phantoms without notification and other teams. <b>Approve</b> license to be circulated at FacMan meeting for 25/26 season.</li> </ul>	LL/HB
<b>125</b>	<b>Litter Picking</b> <ul style="list-style-type: none"> <li>• <b>Consider</b> purchase of consumables for litter picking</li> </ul>	
<b>126</b>	<b>Football</b> <b>Consider future use of goal equipment:</b> <ul style="list-style-type: none"> <li>• Approve - Purchase of goalposts for seniors - wishlist for 25/26 budget Approx £3k</li> <li>• Approve -Storage compound – wish list for 25/26 budget approx. £1.5k</li> </ul>	
<b>127</b>	<b>Review of 24/25 Budget to consider outstanding maintenance requirements:</b> <ul style="list-style-type: none"> <li>• <b>Approve</b> replacement of pavilion gutters to a deep flow system approx. cost <b>£1500</b> using remaining contingency fund 24/25</li> <li>• <b>Approve</b> acoustic blinds and ceiling panels £1441 using remaining contingency budget 24/25</li> </ul>	LL
<b>128</b>	<b>Discuss and approve</b> amalgamating planter/sensory garden volunteers into one group	SA
<b>129</b>	<b>Approve budget wishlist for 25/26 to be presented to full council:</b> <ul style="list-style-type: none"> <li>• Tennis – trees at back of tennis courts to be reduced to mitigate moss build up as advised by Reno Courts cost £1500</li> <li>• Football see item 126</li> </ul>	

	<ul style="list-style-type: none"> <li>• Office/Admin – new computer</li> <li>• Playing Fields – children’s playground to be repainted and renovated £2k</li> <li>• Planters - maintenance £1k</li> </ul>	
<b>130</b>	<b>Cleaning of Pavilion Building used by PPC</b> <ul style="list-style-type: none"> <li>• <b>Consider and approve recommendation</b> for F&amp;GP – cleaner to be employed fortnightly for one hour at a cost of £20</li> </ul>	<b>LL</b>
<b>131</b>	<b>Legionella</b> <ul style="list-style-type: none"> <li>• <b>Consider</b> action plan and risk assessment in regard to new legislation in relation to Legionella. Approve training at a cost of £50 from outside expert. To be actioned by new staff.</li> <li>• <b>Consider and approve</b> replacement of hot water tanks with a new system. Cost £336 electrics and £985 for new tank and plumbing. From pav dev remaining budget of £2941.</li> </ul>	<b>LL</b>
<b>132</b>	<b>Tennis Management</b> <ul style="list-style-type: none"> <li>• <b>Receive</b> update on replacement coach</li> <li>• <b>Consider and Decide</b> request for rent free period from tennis coach for Dec and Jan.</li> </ul>	<b>JT JT</b>
<b>133</b>	<b>Insurance Risk and Responsibility</b> <b>Consider</b> asset register update and insured values.	<b>LL/NA</b>
<b>134</b>	<b>Matters for Further Consideration (not for discussion)</b>	<b>All</b>
	<b>Date of next meeting: 13<sup>th</sup> January 2025 at 10am</b>	