



PRESTBURY

P A R I S H C O U N C I L

Parish Council Office - The Pavilion - New Barn Close – Prestbury – Cheltenham – GL52
3LP

MINUTES (subject to agreement at the next Committee meeting) of a meeting of the Facilities Management Committee held on Monday 10th March 2025 at 10am in the PPC Office, Pavillion, Prestbury

Councillors Present: Chair Cllr Linda Langrish (Chair) , Cllrs. S Attwood, N. Atty, H Breach, M Hansen, S Hope, V Russell

Also Present: Locum Clerk and Parish Clerk

A G E N D A		
FM24/160	To receive apologies for absence There were no apologies.	
161	Declarations of interest There were no declarations	
162	To approve the minutes of the meeting held on 12th February 2025 Minutes were proposed for approval by Cllr Langrish, minutes were approved by unanimous vote.	
163	<u>Progress Updates</u> Deep Flow Guttering – Installation date – invoicing April 2025. Public Toilet – hot water supply – the committee agreed to have quoted with a hope for install after March, push taps and hot water. Dog Fouling – CBC Environmental Health have attended to do additional cleansing of the field and will be erecting signs – the clerk will confirm with CBC and collect what signage is available. The website will be updated that it may be mandatory to have dogs on leads and a reminder that dogs must be on leads with the tractor in the field. Receive clarification of playground responsibilities as follows: CBC will carry out periodic and annual safety inspection but Parish Council is responsible for repairs and renewals - confirmed	
164	<u>Receive Groundsmans Report</u> -Water/Electricity meter reading 17305 electric, water 05875 -Communication with the office – Craig to check into the office every morning	

	<p>-Safe use of the tractor – drive slower when emptying the bins</p> <p>-Line markings – to be done every 2 weeks.</p>	
165	<p><u>Expenditure Items:</u></p> <ol style="list-style-type: none"> 1. Agree expenditure on CCTV repairs – initial inspection £120 (20th March) This was agreed. 2. Identify works which cannot proceed in this financial year for earmarking in reserves: <ul style="list-style-type: none"> • Tarmac areas (playing field) £7250 This was agreed • Tree work (playing field) £950 This was agreed 3. Agree cost of planter for the village green. This was agreed £450 4. Consider Quote for Legionella training £550 This was agreed 	
166	<p><u>Review terms of reference and consider combining with F & GP</u></p> <p>They considered to make slight amendments of wording but did not see the need to combine with F & GP.</p>	
167	<p><u>Facilities Management</u></p> <p>Receive Update on Tennis Management</p> <p>Hire details – Cllr Hanson gave a report on income £7555.50 and payments from the Coach are up to date. Discussion about increasing the annual membership fee, it would be recommended to F & GP a sum of £52.50 for the year.</p> <p>Receive Update on Football Management</p> <p>Licence agreement Cllr Breach reported that the licence has been agreed at £3000 a year with Prestbury Phantoms and he would be drawing up the licence agreement. Prestbury Rovers haven't responded yet.</p> <p>Discuss Hallmaster Booking System – committee were made aware the possibilities of this system and this item will be brought forward.</p> <p>Agree Plaque application form – This was agreed</p>	
168	<p><u>Health & Safety Matters</u></p> <ul style="list-style-type: none"> • Report on site inspection/asset condition – Clerk presented a report which was agreed, there were no current issues. • Receive a Health & Safety report – Cllr Attwood is preparing a template for inspections of play equipment. • Approve changes to the Fire Risk Policy and consider any necessary further inspections – Clerk to check lease agreements for the responsibilities. • Consider Quote for more extensive security measures £685 – The quote received from ADT was noted but work is currently underway with another supplier. 	
169	<p>Matters for Further Consideration (not for discussion)</p>	
	<p style="text-align: center;">Date of next meeting: 14th April 2025 at 10am</p>	