



SHERBURN IN ELMET TOWN COUNCIL

DRAFT Minutes of the SETC Asset Management and Events Committee meeting held Monday 1 August 2022 at 7.15pm in Eversley Park Centre, Sherburn in Element.

Present: Councillor David Brook (Committee Chairman) Councillor Gary Limbert, Councillor Malcolm Ward, Councillor David Buckle and one member of the public (Councillor Peter Baumann, attending as Chairman of SETC Personnel Committee)

Item 1/AMEC Aug.	Apologies: <i>a. To receive and note apologies for absence.</i> None received, all committee members present at this meeting. <i>b. To consider reasons for absence received</i> None received, all committee members present at this meeting.
Item 2/AMEC Aug.	Declarations of Interest: <i>a. To receive any declarations of interests from Members</i> Councillors Brook and Buckle declared an interest in items 6 (c) and (e) <i>b. To consider any dispensation requests received</i> None received
Item 3/AMEC Aug.	Public session: No matters raised by any member of the public.
Item 4/AMEC Aug.	Minutes <i>a. To approve minutes of Asset Management and Events Committee Meeting held 6 June 2022, as a true and accurate record of that meeting</i> RESOLVED That the minutes of SEPC Asset Management and Events Committee meeting held 6 June 2022 be approved as a true and accurate record of that meeting.

Signed.....
Date.....

<p>Item 5/AMEC Aug.</p>	<p>Asset Management</p> <p>a. To receive a report from the SEPC Asset Maintenance Manager</p> <p>Report received.</p> <p>b. Asset maintenance – to consider priorities for staff workloads and staff support</p> <p>The Committee considered priorities for staff workloads and staff support. Concerns raised re AMM working 7 days a week linking to health and safety, working time directives and overtime worked as TOIL.</p> <p>RESOLVED That priorities to be identified and aligned to Role profiles/Job Descriptions.</p> <p>Recommendations to SETC Personnel Committee made as follows:</p> <ul style="list-style-type: none"> • AMM to take 10 hours TOIL per week to reduce balance of TOIL • AMM to support project management functions where possible. • AMM to follow up on YEB and Ground works re completion of Pocket Park. • Essential tasks to be covered by Litter Picker (Open/Close of gates, watering plants, litter picking). • Potential increase of hours for Litter Picker <p>c. Litter Picking - to consider priorities and action related to emptying of bins on SEPC land.</p> <p>The Committee considered this matter under item 5 (b)</p> <p>d. Watering of plants - to consider purchase of a motorised water bowser.</p> <p>RESOLVED That a motorised water bower to a maximum value of £2000 (excl. VAT).</p> <p>That three quotes be obtained for consideration at the next meeting of this Committee.</p> <p>e. Opening/closing of gates - to consider contingency arrangements for staff leave, etc.</p> <p>RESOLVED That this task be shared with other asset management staff.</p> <p>That job descriptions be amended to reflect this.</p>
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Signed.....
Date.....

f. To receive play area inspection reports and approve any action required.

RESOLVED

That the following be noted:

Annual safety inspections for play areas have been booked (with AMM accompanying) for September 2022.

Swing and springer require repair - three quotes be obtained for consideration at the next meeting of this Committee.

g. To consider grass cutting contract

RESOLVED

That current contract be extended to include Spinney and other small area.

Consideration be given to the future of the joint grass cutting contract with Milford Parish Council.

h. Matter related to SEPC Allotments:

i) To receive a report on the meeting with allotment meeting holders

Report received.

ii) To consider work to be completed on the allotment carpark area and preparation for a storage container and action required

RESOLVED

That allotment holders to be encouraged to use SWR car park.

That three quotes be obtained for consideration at the next meeting of this Committee for allotment groundworks and gate post removal/repositioning

iii) To consider quotes for the purchase a suitable storage container

RESOLVED

That SETC purchase a container to a maximum cost of £3500 subject to Financial regs and selection of supplier

v) To consider temporary removal of gate post to allow access for storage container

Explanation provided re: requirement for temporary removal of gate post to allow access for storage container.

Signed.....
Date.....

	<p>RESOLVED That gate post be removed temporarily and be re-sited in same location on completion of works</p> <p>Suspension of SEPC Standing Order 3.6 RESOLVED That SEPC suspend Standing Order 3.6 to allow this meeting to continue beyond 2.5 hours.</p>
<p>Item 6/AMEC Aug.</p>	<p>Events:</p> <p>a. To receive a report of recent events - 2022 Gala and 2022 Jubilee Events</p> <p>Update received and noted.</p> <p>b. To receive and overview future events and compliance with statutory provisions and best practice</p> <p>Actions for future events as required by SAG and Police to ensure compliance with statutory provisions and best practice were noted</p> <p>c. To consider actions re: Yorkshire Day 2023</p> <p>RESOLVED</p> <p>That a report to be provided to full council for inclusion on the agenda 15/08/22 and to include:</p> <ul style="list-style-type: none"> • Event date (Proposed 28/07/23) • Breakdown of budget into sub-headings • Compare costings with like event from Selby District • Clarify committee terms and reference • Donation of equipment, storage container and funds from Teasel Trust <p>d. To consider equipment required for future events, budget and specification.</p> <p>RESOLVED That equipment would be required for future events: 12 x licensed radios cost circa £2500 Standalone sound monitoring device (£250).</p> <p>RESOLVED That three quotes be obtained for consideration at the next meeting of this Committee quotes.</p>

Signed.....
Date.....

	<p><i>e. To consider Picnic in the Park style event and action required.</i></p> <p>Note – this matter included in resolution at item 6 (c)</p>
<p>Item 7/AMEC Aug.</p>	<p>Risk Management:</p> <p><i>a. To receive an update on Health and Safety inspections and consider any action arising form said inspections</i></p> <p>RESOLVED</p> <p>That:</p> <p>Update on Health and Safety Inspections provided by Councillor Brook be noted.</p> <p>Three quotes are obtained for installation of wired smoke detector towards rear of stage and rooms behind stage due to storage of clothing etc and fuel source at Eversley Park Centre</p> <p>Three quotes be obtained re: Fairways changing rooms, toilet repairs and facias.</p> <p>Bacon pond requires (total of £500 budget spend)</p> <ul style="list-style-type: none"> - Health and safety notice board - Signage to include no cars beyond a point, no swimming - SETC managed facility <p>Update provided on Angling Club be noted.</p>
<p>Item 8/AMEC Aug.</p>	<p>Next meeting:</p> <p><i>To confirm date, time and venue for next meeting of SEPC Asset Management and Events Committee</i></p> <p>RESOLVED:</p> <p>That the next meeting of Sherburn in Elmet Town Council Asset Management and Events Committee is held on Monday 29 August 2022 at 7.15pm</p>

Signed.....
Date.....