

THE MINUTES OF THE MEETING OF THE ESTATES & OPERATIONS COMMITTEE HELD ON THURSDAY, 7TH DECEMBER 2017, AT 7.00P.M. IN THE CIVIC OFFICES, FEN LANE

Present: Chairman Councillor Briggs
Councillors: F W Lee Mrs J Phillips M Rodgers P Roe S Roe

Mrs S E Green – Committee Clerk
C Lewis – Services Supervisor

1. ACCEPTANCE OF APOLOGIES FOR ABSENCE

Councillor S Roe for late attendance.

Proposed by Councillor Mrs Phillips, seconded by Councillor Briggs

AGREED

To accept the apologies of the Councillor as listed above.
Unanimous

2. DECLARATION OF MEMBERS' INTEREST IN ANY ITEM

None at this point.

3. APPROVAL OF ESTATES & OPERATIONS COMMITTEE MINUTES DATED 9TH NOVEMBER 2017

Proposed by Councillor Lee, seconded by Councillor Mrs Phillips

AGREED

That the minutes of 9th November 2017, as presented, be accepted as a true record.
Unanimous of those present on 09.11.17

4. ANY COMMENTS AND QUESTIONS ON UPDATED SERVICE STAFF PRIORITY LIST

All Members had received a written report by the Services Supervisor prior to the meeting and Members were invited to ask questions or make comment. The Services Supervisor detailed the work completed since the previous meeting and the tasks to carry out over the next few months and the Committee commended the staff for the hard work they had undertaken.

Councillor S Roe arrived at this point – 19.10.

5. MEMBERS REPORTS ON AREAS OF RESPONSIBILITY

Witham Fields: Councillor Lee reported. Very impressed by the cutting back of the shrubberies carried out by the Services Staff.

Skatepark: Councillor Lee reported. Seats have been refurbished to a high standard.

Memorial Field Play Park: Councillor Rodgers reported. Looks satisfactory.

Cemetery: Councillor Rodgers reported. Looks good.

Glebe Park: Councillor Mrs Phillips reported. Looks good for season.

6. CORRESPONDENCE AND CLERK'S ITEMS

a) Lincolnshire County Council: Advise that they will undertake 2 safety cuts of highway grass in 2018/19. Lincs County Council wish to extend their Parish Grass Cutting Agreements in which Towns and Parishes undertake the grass cutting on their highways with a financial

contribution from the County Council to facilitate the 2 safety cuts. This allows Towns and Parishes to assess their own local needs regarding Highways cutting and enhance the service offered if they wish.

Proposed by Councillor S Roe, seconded by Councillor Mrs Phillips

AGREED

To investigate further the Parish Grass Cutting Agreement in respect of North Hykeham.

Unanimous

7. PROVISION OF COMPOUND/STORAGE AREA ADJACENT TO GARAGE

The Services Supervisor had supplied Members with 3 comparable quotations for the fencing required to erect the compound area, also included is an option for the purchase of materials only with in-house labour. Quotations ranged from £3089- £1203 and following confirmation by the Services Supervisor of in house costs to erect the fencing it was

Proposed by Councillor S Roe, seconded by Councillor Roe

AGREED

To purchase all materials required for a 2m high fencing compound with labour to be carried out by the Services Staff.

Unanimous

8. VEHICLE LEASING UPDATE

Further investigation had been undertaken and longer periods of lease had been considered. It was felt that an optional maintenance contract was cost prohibitive and unnecessary due to the small mileage usage. Therefore, after careful consideration it was

Proposed by Councillor S Roe, seconded by Councillor Roe

AGREED

To enter a 5-year lease without the optional maintenance contract for the required vehicle.

Unanimous

9. ENTRANCE TO CIVIC OFFICES

One company had undertaken a site visit and a quotation would be forwarded shortly.

10. NEW CHAIRS FOR COUNCIL CHAMBER

Further investigation would take place of what is required and quotations sought.

11. HYKEHAM COMMUNITY HUB – BUILDING AND SITE SERVICES PROVISION

Members discussed ongoing issues with the heating system installed in the Hub and also the opening and locking mechanisms within the Hub. Due to the complicated procedure it is not possible to allow hirers to enter and exit the building without the Caretaker being present. These issues will be discussed with the builders and architects at a future site meeting. Further advice would be sought regarding the requirement to unlock the rear fire door adjacent to the changing rooms when only the Hall is in use.

12. RATIFICATION OF URGENT PURCHASE OF 2 X STRIMMERS @ £555

Following urgent purchase of 2 replacement trimmers authorised by the Mayor, Chairmen of Finance & Policy and Estates & Operations and the Acting town Clerk it was

Proposed by Councillor S Roe, seconded by Councillor Roe

AGREED

To ratify the purchase of 2 x Stihl Professional Clearing Saws @ £555.

Unanimous

13. VILLAGE GREEN TOILETS

Following ongoing maintenance issues with these facilities due to their age and misuse it was agreed to repair on a short term basis and review their future feasibility on a long term basis.

14. PRECEPT 2018/19

RECOMMEND **Proposed by Councillor S Roe, seconded by Councillor Roe**
To Finance & Policy Committee an Estates & Operations Committee precept of £101200 for 2018-19:-

General Maintenance 7 Equipment	25000.00
Vehicle Costs (inc Lease Costs)	15000.00
Safety & Sanitisation Equipment	2000.00
Fen Lane Utilities	19000.00
Fen Lane Maintenance	17000.00
Hub Utilities	10000.00
Hub Maintenance	6000.00
Cemetery	2000.00
Allotments	200.00
Public Toilets	5000.00

Unanimous

15. ITEMS FOR INCLUSION ON NEXT AGENDA

Entrance to Civic Offices, update on new chairs for Council Chamber, S106 monies update and balances, vehicle leasing update.

The meeting closed at 20.10