

**Minutes of the Services and Amenities Committee Meeting
held on Tuesday 15th August 2017 at 2.30pm
in the Bruton Community Office**

Present: Councillors: Crawford, Hall, Marsh and Robinson
In the Chair: Councillor Robinson
In attendance: The Clerk, Colin Juneman

1. Election of Chairman

It was proposed and seconded that Councillor Robinson be elected as Chairman of the Services & Amenities Committee.

Resolved 4-0-0

2. Election of Vice-Chairman

It was proposed and seconded that Councillor Marsh be elected as Vice-Chairman of the Services and Amenities Committee.

Resolved 4-0-0

3. Apologies for Absence

Apologies were received from Councillors Karen Baker and Pickering.

4. Declarations of Interest

There were none.

As Colin Juneman was in attendance, it was agreed to bring forward item 8 Telephone Box.

5. Telephone Box

Colin Juneman of the Brue Valley Rotary Club spoke about the defibrillator which, until recently, has been located in the car park at Budgens. Due to its positioning on a south facing wall, it has become apparent that the machine needs to be relocated and the telephone box at the bottom of the High Street is considered a good solution. Council had previously agreed to adopt the box from BT, and it was reported that a representative from the British Heart Foundation would be happy to organise the relocation of the defibrillator, with the Rotary Club painting and refurbishing the phone box.

Committee would like to recommend to full Council that the telephone box at the bottom on the High Street be used to house the defibrillator.

Resolved 4-0-0

At this point Colin Juneman left the meeting.

6. Minutes of Previous Meeting on 13th February 2017

The minutes were approved and signed.

Resolved 4-0-0

7. Risk Assessment Strategy

A risk assessment strategy document was presented to Committee. After discussion and consideration, **Committee would like to recommend to full Council that the document be adopted.**

Resolved 4-0-0

It was agreed that, in future, risk assessment will be considered by the Finance Committee.

8. a) Jubilee Park Development Programme

Councillor Marsh updated Committee. S106 money from the New House Farm development has been accepted. Area East Committee has agreed to award a £5K Community Grant. A cheque for £15,252.03 has been received from BCP which was raised from a fund raising evening held earlier in the year. Councillor Hood will be asked to investigate a potential shortfall in fund raising. An oversight in the tender document has meant an addition cost of £1040 plus VAT will be incurred for extra trenching works. It was requested that 2 black benches with armrests be purchased for the area.

It was proposed and seconded that:

- i) **The Clerk, in consultation with Committee, approves the additional expenditure for the trenching works, to be paid from the contingency fund.**
- ii) **The Clerk order two phoenix seats with armrests from Glasdon UK to be delivered once works are completed in October.**

Resolved 4-0-0

Signage for the site was discussed, with it being agreed that SSDC be instructed to put up its normal sign, with the Town Council to organise an additional sign giving opening times, etc.

A co-ordination meeting for all contractors has been arranged for Friday 1st September 2017 at 9.30am in Jubilee Park. Attendance of Councillors to be confirmed. The start date for works is to be Tuesday 12th September 2017.

A letter from SSDC was considered which asked for support for the provision of an artificial grass pitch in Area East. The Clerk will construct a letter which will be presented at the next full Council meeting for approval.

b) Eastfield Play Area

There was nothing to report this time.

c) S106 money for new play/youth area equipment

It was reported that there is just under £7.5K available and it was considered that one new piece of equipment should be bought together with one replacement piece. Further investigations will be made before a final decision is made.

d) Man on Bench

It was reported that Giles Penny has agreed to a further extension of 18 months if half of the money is paid by October 2017. As this is not a Town Council project, the future governance arrangements were discussed. There is a financial advantage if a charitable body takes charge of the fundraising, and it was reported that the Museum has been approached. Although unable to be involved in the fund raising, it was stated that the Town Council would be willing to take over as eventual owners of the statue.

e) Maintenance requirements

i) Site Visits

Reports from site visits which took place on 3rd April and 11th July were considered and the Clerk was instructed to arrange for maintenance to be undertaken and quotations obtained as highlighted. Quotes for various stonework will be presented to full Council before a decision is made.

ii) Youth Shelter

The Youth Shelter was burnt down just after midnight on Tuesday 15th August 2017. The fire service and police were in attendance. An insurance claim has been made by the Clerk. Future provision was discussed and this item will be considered again at the next full Council Meeting.

iii) Future maintenance forward plan

A future maintenance forward plan is to be considered and it was agreed to link a "walk around site visit" with the next meeting of the Services and Amenities Committee in October. One item to be considered will be the painting of the Engine Shed.

9. Appointment of New Committee Members

It was proposed and seconded that Councillor Vicki Haselgrove join the Committee.

Resolved 4-0-0

It was agreed that Councillor Hannah Sida will also be invited to join.

10. Committee Forward Plan

No items were currently put forward for future agendas.

Members of the Council considered these matters in the exercise of their functions: Equal opportunities (race, gender, sexual orientation, marital status and any disability): Crime and Disorder, Health and Safety and Human Rights.