

BUXTED PARISH COUNCIL

Minutes of the meeting of the Property and Recreation Grounds Committee held in the Reading Room, Buxted at 7.00p.m. on Tuesday 25th May 2010

Present: Cllrs. Rose (Chairman), Crowe, Downing, Treacher and Warner
Also present: Miss B Macklen Clerk

Public: None

1. Apologies for Absence

Apologies were received and accepted from Councillors Chalmers and Hall

2. Declarations of Members Interests.

Cllr. Crowe declared a prejudicial interest in any matter relating to the allotment pig syndicate by virtue of being a member of the syndicate

Cllr. Rose declared an interest in any matter relating to the Buxted Pavilion by virtue of being the Parish Council's representative on the Buxted Pavilion Charity Management Committee

3 Minutes

The minutes of the meeting held on 24th September 2009 be signed by the Chairman as a correct record of the meeting.

4. Annual Review and Update of Buxted Parish Council's Physical Assets from June 2009

Members reviewed the report prepared by the Clerk (see appendix 1 of the minutes) noting that it was a detailed update which informed the council of all matters, issues or works relating to its physical assets over the past year.

It was noted that a full wire testing had been carried out at the Reading Room following the Property Committee's resolution in 2009. No problems were identified and it was recommended that a further test is carried out no later than 2014.

Members discussed adding the basement/storage area to the Reading Room Fire Assessment plan, but it was considered unnecessary as other than the materials stored in the basement (which are to be added to the list of potential hazards), there is no other electrical equipment which could cause a risk. The boiler which is in a storage room in the basement is already shown on the plan.

Members also discussed the fact that there are no fire or smoke alarms in the Reading Room. This however, could not be resolved unless a telephone line was installed in the building to which any alarm could then be connected to. At the time being, this is considered to be an unnecessary cost.

Members *noted* and *approved* the details of the report.

5 Annual Review of Parish Council Risk Assessment – Physical Assets

Members reviewed the Parish Council Risk Assessment as prepared by the Clerk (see appendix 2) in relation to physical assets confirming that all new councillors receive a copy of the Council's Standing Orders document when they are elected or co-opted.

Cllr. Crowe questioned if a risk associated with trees belonging to the Parish Council should be included, however it was considered that these are not strictly assets in the terms of the risk assessment, with any risk from damage by the trees being covered by the Council's public liability/property insurance.

Members *agreed* with the Risk Assessment as presented.

Annual Review of Parish Council Insurance Policy and Renewal Quotes

Member discussed the insurance policy quotes supplied by the existing provider AON/Alliance and a new

provider Came & Co (Aviva) using a comparison table produced by the clerk and circulated with the agenda. It was noted that the quote from Came & Co provides exactly the same cover for almost £1,000 less.

It was noted however that a clause contained in the Came & Co policy states that:

“the (firework) display and bonfire must be at least 100 metres away from premises or vehicles which you do not own, hire or rent or any flammable or other dangerous materials.”

It was discussed how this is especially relevant when considering that the High Hurstwood Recreation ground is hired to the High Hurstwood bonfire society every year and is used for both a bonfire and firework display. Although it is not a Parish Council event and that it would not be covered under its insurance, it was reiterated how important it is to check the insurance policy of the Bonfire Society to ensure full and adequate cover that indemnifies the Parish Council against any problems. There was real concern that if the Parish Council’s insurance policy has such a clause, that others may have the same which would make a bonfire on the High Hurstwood Recreation Ground almost impossible to locate.

Following full consideration and discussed Members **resolved** that the clerk advise AON/Alliance not to renew the Parish Council’s insurance on 1st June 2010 and to begin a new policy with Came & Co. In the event that AON/Alliance re-issue a quote to match that of Came & Co, the clerk to discuss with the Chairman of the Property Committee.

Subsequent to the Committee meeting the Clerk contacted AON/Alliance to request that the policy not be renewed. AON/Alliance responded advising that they would provide a 15% discount in addition to removing the annual administration fee thus reducing the policy premium to £5389.87 (£7.07 difference in quote from Came & Co). Following a discussion between the Chairman of the Property and Recreations Grounds Committee and the Clerk, it was agreed to remain with AON/Alliance at the reduced policy rate as the company has always been very helpful and obliging when contacted and the only reason for changing insurance companies was cost.

13. Members Questions

None this meeting

14. Any Other Matters Properly Notified

None this meeting.

The meeting closed at 7.35 p.m.

Signed: _____ Chairman

Date: