

PURLEY ON THAMES PARISH COUNCIL
Minutes of the meeting of the Barn Management Committee
held in the Parish Office on Thursday 12th July 2018

Present: Mrs P Beddoes (Chairman) Mr J Chapman Mrs C Collier
Mrs S Briscoe Mr G Rolfe
In attendance: Mr C Moses (Amenities Officer) Miss S Williams (Assistant Clerk)

B18/18 APOLOGIES FOR ABSENCE Mr S Chester

B18/19 ELECTION OF VICE CHAIRMAN Mr J Chapman was elected Vice Chairman (unanimous)

B18/20 DECLARATIONS OF INTEREST Mrs P Beddoes – Burial Ground fees

B18/21 PUBLIC QUESTION TIME There were no members of the public present

B18/22 MINUTES

The Minutes of the meeting held on 22nd March and the Minutes of the extraordinary meeting held on 31st May 2018 were confirmed as a correct record and signed by the Chairman.

B18/23 MATTERS TO REPORT FROM THE MINUTES

There were no matters arising which were not already on the Agenda.

B18/24 PARISH OFFICE REPORTS

A. Barn Report

A written report was presented (summary appended to the Minutes). Actions arising from the report were as follows.

Mr R Jones arrived while the Amenities Officer was going through the Barn Report. He apologised for being late.

Dishwasher

Since the report had been circulated the dishwasher in the Large Hall servery had broken. The manufacturer would not cover it under warranty as it was deemed to be installed in a commercial building. Mr Moses was looking for a contractor to carry out repairs. He was also arranging to have the drains checked in case the smell was related.

Leak in Small Hall servery

Mr Moses had tightened a connection in the pipes and would monitor to see if the leak recurred. When the problem had been fixed, he would seek a contractor to relay the raised floor tiles.

Signage

The “no skateboarding” sign had been removed shortly after it had been put up. Mr Moses would look into the possibility of painting the notice rather than replacing the sign.

Blu-Tac

Mr Moses would put up a notice reminding users not to use Blu-Tac in the Barn.

B. Burial Ground Report

A written report was presented (summary appended to the Minutes). Actions arising from the report were as follows.

Payments

Miss Williams would e-mail Funeral Directors to remind them that all payments must be received before any funeral took place or any work was carried out.

C. Action Log

The Action Log was reviewed and updated during discussion on the above items. Copies would be circulated to members of the Committee.

The Officers would consider whether the Action Log was still necessary (for all committees).

B18/25 CHAIRMAN'S REPORT

There were no additional matters to report.

B18/26 RESOLUTIONS

B18/26-1 It was resolved to **RECOMMEND TO COUNCIL** that an application for match-funding to cover the costs of new heaters in the Small Hall be set up on the Good Exchange

B18/26-2 It was resolved to **RECOMMEND TO COUNCIL** that the amendments to the Application for Interment and Application for Memorial forms (as circulated) be accepted

B18/26-3 It was resolved to **RECOMMEND TO COUNCIL** that the amendments to the Burial Ground Rules (as circulated) be accepted

B18/26-4 It was resolved to **RECOMMEND TO COUNCIL** that the "intermediate" fee be abolished, that the "resident" fee include those living in the Civil Parish of Purley on Thames and the Ecclesiastical Parish of Purley, that the fees for non-residents be ten times those for residents, and that the proposed amendments to the fees (as circulated) be accepted

B18/27 BUDGET 2018/19

There were no matters to discuss.

B18/28 MEMBERS' ITEMS FOR THE NEXT MEETING

No items were submitted.

B18/29 DATE OF NEXT MEETING 22nd November 2018

PURLEY ON THAMES PARISH COUNCIL
Barn Management Committee
Barn Report, July 2018

Part 1. Current business overview

Total invoiced in the period 1 March to 30 June: £9,419.75
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Total balance waiting to be paid: £60.00
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Current business summary:

- The Sunday WI group has not yet started and is not expected to do so before the end of 2018.
- There has been a further six Sunday hires in this period, bringing in a total of £433.75.
- Two wedding receptions have been invoiced (one is taking place at the end of this month) totalling £1,615.00. One further wedding reception is booked in 2018 and there is one in 2019.
- No complaints have been received about events in the Barn.
- The 10.30pm curfew continues to deter some hirers.
- The two potential new regular users – Pilates and tea dances – continue to hire the Barn. From September, there will be a trial of tea dances following on from the Scouts sessions on Wednesday evenings. There will be a WWI themed tea dance in October as part of the events commemorating the Centenary of the Armistice.

Part 2. Maintenance

Although there has not been time to focus specifically on developing the Preventative Maintenance Plan (PMP), progress has been made as the maintenance programme has become more pro-active in regard to anticipating and planning ahead.

Work undertaken:

- The deep clean of the Barn (both halls) is scheduled to be carried out on 6, 7 and 8 July. It will incorporate cleaning the chairs, washing all the crockery, cleaning the tables and windows.
- The locks on both halls have been problematic and the lock on the Large Hall broke completely on the evening of Wednesday 3 July. Since then it has had to be secured internally, and a locksmith is due to repair it and fit new handles on Friday 6 July.

Work to be undertaken

- The worst areas in both halls are scheduled for repainting on 18, 19 and 20 July. They will be painted to just above door height and a dado rail will be installed at that level. The work includes painting the WC foyer between the halls, and also the cupboard areas.
- The four heaters in the Large Hall are being replaced and a new heater added in August. The necessary electrical work will take place on 9 August, and the heaters will be installed on 22 and 23 August. All regular users have been notified.
- Upgrading the WCs – with all the other work being arranged and undertaken, there has not been time to find contractors, seek quotes and arrange the boxing in of the basins and tiling/upgrading the WCs.

Barn doors

The side fire exits and both main entrance doors are degrading and, even with new locks, they are becoming less and less secure. We have three quotes for replacing the doors but they do not include replacing the entire “Judas Gate”, only the actual opening door. A fourth contractor visited but decided not to quote as the work was too complicated. A fifth carpenter pointed out the deterioration in the overall “Judas Gate” and recommended that this be included in the door replacement.

The Amenities Officer is currently seeking the views and advice of a specialist who undertakes work for the National Trust, and it is hoped he might be able to give guidance as to the options available and/or advise as to contractors competent to undertake the work.

At the moment, the options in regard to the entrance to the Large Hall seem to be:

1. Total replacement of the Judas Gate and inset door;
2. Building work to increase the cladding and make the access door much simpler – there are clearly aesthetic implications as this would change the look of the Barn;
3. Replace only the inset door and repair the surround.

This is a project which needs further consideration when options have been clarified and costs are known.

The Amenities Officer will also seek the specialist's advice as to the pegs protruding from interior beams.

Increased security/safety at Goosecroft

- Three new 5mph speed limit signs have been ordered for the car parks.
- The "No Skateboarding" sign was purchased at a cost of £15.00 and put on the wooden rail outside the Barn. Shortly afterwards, it was torn down.

PURLEY ON THAMES PARISH COUNCIL
Barn Management Committee
Burial Ground Report, July 2018

Part 1. Current Business overview

Invoicing from 1 March to 30 June 2018		
Total invoiced: £3,000.00	Total received: £2,950.00	Total outstanding: £50.00

Current business summary

1. The outstanding £50.00 is in respect of a memorial. Approval was delayed because the Funeral Director did not provide the Certificate of Cremation prior to interment of ashes (a requirement under the Rules).
2. In the period 1 March to 30 June, there have been three first interments and one second interment in full graves, and two cremated remains interments in new plots.
3. Following complaints from family members, interment of a non-resident was charged the intermediate fee (it was second interment in a full grave). This has led to a review of the fee structure.
4. A headstone has been removed for repair and maintenance. We have made no charge for this.
5. Increased number of funerals has led to requests for two funerals on the same day (morning and afternoon). This would be complicated administratively so we permit only one funeral per day.
6. There was a meeting with a funeral director to discuss various issues. As a result, changes are being suggested to the rules and fees of the Burial Ground.

Part 2. Maintenance

Repainting railings and gate

The test patch has worked well. The Assistant Clerk is liaising with the Ground Manager to co-ordinate the work with the contractors cutting the hedge back.

Rope and pegs

These are used to mark out new plots for the gravediggers. After the last CR interment, however, the rope and pegs again went missing and another set had to be purchased.

Annual Risk Assessment

Will be carried out by the Assistant Clerk and Amenities Officer before the next meeting.