

**PURLEY ON THAMES PARISH COUNCIL**  
**Minutes of the meeting of the Barn Management Committee**  
**held in the Parish Office on Thursday 22<sup>nd</sup> November 2018**

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

Mrs Beddoes opened the meeting by expressing the committee's deep sympathy for Mrs Collier on the loss of Mr Chester. He would be greatly missed by all. Mrs Beddoes also said how brave Mrs Collier was being, and how good it was to see her at the meeting.

- B18/30      APOLOGIES FOR ABSENCE      None**
- B18/31      DECLARATIONS OF INTEREST      None**
- B18/32      PUBLIC QUESTION TIME      There were no members of the public present**

**B18/33      MINUTES**  
The Minutes of the meeting held on 12<sup>th</sup> July 2018 were confirmed as a correct record and signed by the Chairman.

**B18/34      MATTERS TO REPORT FROM THE MINUTES**  
There were no matters arising which were not already on the Agenda.

**B18/35      PARISH OFFICE REPORTS**

**A. Barn Report**

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

**No skateboarding sign**

It had not yet been decided where this might be painted.

**Sunday bookings**

The potential monthly booking by a Women's Institute group had fallen through, but it was agreed that a regular booking would be preferable to one-offs as it would take less administrative time.

**Lock on Large Hall door**

No one-off hirers had complained about problems opening the door. Mr Moses was awaiting visits by two carpenters and would ask them if there might be any operational issues in putting up a pulley system for keeping the door ajar.

**Fire regulations**

Following a fire training session in the Barn, issues had been raised and it was possible that a fire risk assessment might be required.

**B. Burial Ground Report**

A written report was presented (summary appended to the Minutes).

After the meeting summons had been circulated, two requests had been received in respect of putting photographs of objects on gravestones and memorials. Following discussion it was agreed that photographs, whether of people or objects, and logos were not appropriate for the Burial Ground and that all inscriptions and artwork must be engraved.

**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.

**B18/36 CHAIRMAN'S REPORT**

There were no additional matters to report.

**B18/37 RESOLUTIONS**

B18/37-1 It was **RESOLVED** to seek approval from Council for the additional £1,106.40 required to replace the Small Hall heaters be provided.

B18/37-2 It was **RESOLVED** that an e-mail about cleaning, together with a cleaning checklist, be sent to all regular hirers of the Barn.

B18/37-3 It was **RESOLVED** that funeral directors be reminded of the size of grave permitted as per the Burial Ground Rules.

**B18/38 BUDGET 2018/19**

Provided for information and noted.

**B18/39 BUDGET 2019/20**

A budget to **RECOMMEND TO COUNCIL** was agreed.

**B18/40 MEMBERS' ITEMS FOR THE NEXT MEETING**

No items were submitted.

**B18/41 DATE OF NEXT MEETING** 7<sup>th</sup> February 2019

## Barn Report, November 2018

(Parish Office report on items not included on the Action Log)

### Part 1. Current Business overview

Total invoiced in the period 1 July to 31 October: £9,506.50
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Total balance waiting to be paid: £0.00
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#### Current business summary:

- There have been three Sunday bookings since June, bringing in £225.00. A further two bookings are scheduled before the end of the year, making a total of 14 Sunday bookings bringing in around £900.00 over the year. Most of the bookings have been parties for young children and there have been no issues.
- Two weddings have taken place, with another booked in 2019. There are also three more enquiries for 2019 and one for 2020.
- Most evenings during the week are fully booked (during term time). The only evening available at all for one-off hires is Friday.
- Someone is potentially interested in running a Zumba class should a suitable slot become available.
- The trial of tea dances following on from Scouts sessions on Wednesday evenings is not going ahead after all as the hirer has decided to wait until an evening slot becomes available. The hirer is, however, considering another slot either on a weekday afternoon or, perhaps, on Sundays.

### Part 2. Maintenance

The Preventative Maintenance Plan (PMP) continues to be developed in a pro-active way.

#### Work undertaken

- The deep clean was undertaken in the summer incorporating cleaning the chairs and tables, washing all the crockery, and cleaning the windows to lower levels. Cleaning at higher levels needs to be undertaken but it will be necessary to use a cherry picker or the PC's scaffolding tower if it's safe.
- Locks on main entrance doors to both halls were repaired in July.
- The specialist who carried out the last ten-year structural survey in June 2010 came to survey the Barn doors in August 2018. They confirmed the doors were repairable and should last another ten years before replacements are needed. Quotations for the work are being sought; two further carpentry companies have been recommended and both have been given copies of the survey report. The current aim is to have the work carried out in spring 2019.
- In late July, the walls in both halls were repainted to just above door/cupboard height. The WC foyer and cupboard areas were also painted.
- Four new heaters were installed in the Large Hall in August.

#### Work to be undertaken

- Two new heaters will be installed in the Small Hall in early January 2019.
- Potential repainting of the WCs (in both halls) is planned, possibly as part of an overall refurbishment of the WCs.

#### Increased security/safety at Goosecroft

- Three new 5mph signs have been installed in the car parks
- More posts have been installed to prevent parking on the grass. Reflectors will be added to the posts.
- A height barrier warning sign has been installed at the entrance to Goosecroft Lane. A right of way sign is to be added to the same post for the attention of exiting traffic.

## Burial Ground Report, November 2018

### Part 1. Current Business overview

Invoicing from 1 July to 31 October 2018		
Total invoiced: £810.00	Total received: £640.00	Total outstanding: £170.00

#### Current business summary

1. The outstanding £170.00 is in respect of a memorial to be installed. The invoice was sent on 20 September and payment has been chased.
2. Now the height restriction barrier is permanently closed, arrangements are being made for officers to open and close it on the days of funerals. This has already helped in enforcing the rule that all payments must be received in advance of work being carried out.

### Part 2. Maintenance

#### Parish clock

The annual service (due in September) was carried out on Monday 12 November 2018. The only recommendation was that the back-up battery, which is now ten years old, will need to be changed at the next service in 2019. The cost of the battery will be around £50.00; the cost of fitting it will be included in the service contract.

#### Maintenance work carried out

- The hedges have been cut back from the fence and pillars, and the railings and gate have been repainted.
- One of the benches has been re-treated and painted.
- The water tap was leaking and has been replaced.

#### Annual Risk Assessment

Was carried out by the Assistant Clerk and Amenities Officer. The few issues, such as making sure the benches were all secured and ensuring loose capstones were fixed to the brickwork of the wall, are being addressed.

#### General maintenance

Quite a bit of work has been carried out to improve the overall condition of the Burial Ground. The brambles and weeds in the soil compound have been cut back and cleared. The Ground Manager has bought a battery-powered strimmer for cutting the grass back around the base of headstones. Work has started on levelling the first rows of graves so as to give a more even appearance.

#### Top soil

It is likely to be necessary to buy a new supply of top soil in the near future.