

**PURLEY ON THAMES PARISH COUNCIL**  
**Minutes of the meeting of the Barn Management Committee**  
**held in the Parish Office on Thursday 7<sup>th</sup> February 2019**

**Present:** Mrs P Beddoes (Chairman) Mr J Chapman Mrs S Briscoe  
Mr G Rolfe

**In attendance:** Mr C Moses (Amenities Officer) Miss S Williams (Assistant Clerk)

**B19/01 APOLOGIES FOR ABSENCE** Mrs C Collier Mr R Jones

**B19/02 DECLARATIONS OF INTEREST** None

**B19/03 PUBLIC QUESTION TIME** There were no members of the public present

**B19/04 MINUTES**

The Minutes of the meeting held on 22<sup>nd</sup> November 2018 were confirmed as a correct record and signed by the Chairman.

**B19/05 MATTERS TO REPORT FROM THE MINUTES**

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

**B19/06 PARISH OFFICE REPORTS**

**A. Barn Report**

A written report was presented (summary appended to the Minutes). A verbal update on additional work carried out was given.

A notice board and the Trenthams picture with explanation had been put up in the Barn.

The new leaflet racks had been delivered and would be put up next week.

The 5 mph and right of way traffic signs had been delivered and would be put up.

The Amenities Officer had read the fire report for buildings catering for up to 300 people. It would be cross-referenced to existing guidance and would need to be read and signed-off each year by councillors.

A supplier who delivered to PSSC on Fridays continued to leave the height barrier open when they left Goosecroft. PSSC had been contacted as had the supplier. Going forward, PSSC would be charged £50.00 each time a councillor or officer had to close the barrier after one of its suppliers. If the situation continued, the club would be required to ensure someone was on site to take deliveries in order not to compromise overall site security.

A blind spot had been found in the CCTV coverage around the height barrier. The contractor who had fitted the system was being consulted and ways of extending the coverage without compromising the Barn were being investigated.

**B. Burial Ground Report**

A written report was presented (summary appended to the Minutes). A verbal update was given as follows.

The work to re-size the compound and re-fix the capstones on the pillars had been scheduled for Thursday 14 February.

Quotes were being sought for repairs to the Burial Ground wall and pillar. One contractor had noticed that two, not one, of the pillars had been damaged so previous quotes would have to be resubmitted.

### **C. Action Log**

The Action Log was reviewed. It was agreed that the Action Log was a helpful reminder to all, particularly of longer-term and ongoing issues.

### **B19/07 CHAIRMAN'S REPORT**

The Chairman thanked all the officers for dealing with some difficult, time-consuming and sometimes upsetting situations.

She explained that the Burial Ground Working Group had met twice and put together an Action Plan which needed support from the whole Parish Council. A further meeting to discuss simplifying and clarifying the Rules was to be held on Monday 11 February.

The Purley Residents' Support Committee would like to organise a "What's On" day in the Barn on Saturday 6<sup>th</sup> April. This would effectively fulfil a Village Plan action on the Parish Council, and it was felt it should be fully supported. It was unanimously agreed that the group should be offered both halls of the Barn at no charge from 1.00pm on Friday 5<sup>th</sup> April to Sunday 7<sup>th</sup> April inclusive.

### **B19/08 RESOLUTIONS**

B19/08-1 It was **RESOLVED** to recommend to Council that the draft amendments to the Barn hire Terms and Conditions as recommended following the fire safety inspection in November 2018 be approved, with the addition of "To open the curtain if the fire alarm sounds".

B19/08-2 It was **RESOLVED** to recommend to Council that the current cleaning contractor be offered a new contract to include and 8% price increase.

B19/08-3 To approve a request from 1st Purley and Pangbourne Scouts to increase the storage they have in the compound to the rear of the Barn.

There was not enough information on which to make a specific decision but it was agreed that permission would be given in principle, provided the Scouts undertook to check Planning requirements of additional storage and also to meet all and any costs involved. There was concern as to whether permission had been given for the storage of gas cannisters.

B19/08-4 To consider a request from 1st Purley and Pangbourne Scouts to assess whether it would be possible to add to the disabled changing facilities in the Barn.

It was agreed that there was not enough information on which to base a decision and that advice, including from WBC, needed to be sought. Scouts needed to provide more detail and information.

B19/08-5 To review quotes received for renovation to the Barn doors and, if possible, to select a contractor to carry out the works.

Quotes had been sought from five contractors, two of whom were not interested in taking on the work. One quote had been received, a second interested contractor was visiting the site again on Monday 11 February, the third was amending his original quote. Ideally the work would be carried out in late Spring but it was not possible to select a contract.

*The following two Resolution numbers (08-6 and 08-7) are shown in the order they were listed on the agenda.*

B19/08-7 It was **RESOLVED** to recommend to Council that the draft Regular User form for Scouts be approved.

B19/08-6 It was **RESOLVED** to recommend to Council that the proposed Action Plan drafted by the Burial Ground Working Group be approved.

B19/08-8 It was **RESOLVED** to recommend to Council that the six cremation headstones which had been fixed facing the wrong direction be left as they were and to return to having double rows of headstones from the start of the next row (as per proposal two). Three in favour, one against.

**B19/09 BUDGET 2018/19**

Provided for information and noted.

**B19/10 MEMBERS' ITEMS FOR THE NEXT MEETING**

The Burial Ground Rules and Action Plan would need to be considered.

**B19/11 DATE OF NEXT MEETING** 20<sup>th</sup> June 2019

**PURLEY ON THAMES PARISH COUNCIL**  
**Barn Management Committee**  
**Barn Report, January 2019**

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

**Part 1. Current Business overview**

Total invoiced in the period 1 November 2018 to 31 January 2019: £7,657.00
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Total balance waiting to be paid: £1,930.00
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**Current business summary:**

- The outstanding balance is made up of the Scouts annual payment of £1,830.00 and a one-off hire.
- As a result of IT issues, invoices due in January have not yet been issued so regular hires in January 2019 are not included in the total.
- There were two Sunday bookings in November/December, making a total of 16, bringing in around £1,000.00.
- From February 2019, the tea dance hirer has booked the Large Hall from 2.00pm to 6.00pm on one Sunday per month (this replaces her monthly Thursday booking). She also has a weekly Tuesday evening hire of the Small Hall.
- A second wedding has been booked in 2019, and there are also two more enquiries. In general, roughly one in five people who enquire about weddings actually book; the 11.00pm curfew puts the others off.

**Part 2. Maintenance**

- The Royal Berkshire Fire and Rescue Service undertook a fire inspection on 26 November and, on 21 January, sent confirmation that the premises are not high risk and there is an acceptable standard of fire safety in terms of signage, fire escapes, and fire extinguishers/equipment in the Barn, as well as our documentation. There were two recommendations from the visit:
  1. "The curtain over the main door is not to be closed when occupation exceeds 100 people. If the occupation is higher than this number the curtain must remain open, or, if closed a responsible person must man the door at all times. Please ensure usage of the curtain is clearly outlined in your terms and conditions of use".  
See Resolution B19/08-1 for proposed amendment to the Terms and Conditions of hire.
  2. A reading of the guidance document for our premises, CLG places of Large Assembly (300 people) and review against our annual fire assessment. Barn hires are limited to 200 people in total and clarification is awaited as to whether the Barn is governed by this document or whether maximum occupancy as calculated by the Fire Service takes precedence.
- Cleaning. The current contractor has provided the service for five years with no increase in price. The contract runs to the end of May 2019. The service has generally been reliable, particularly given the work has to fit around Barn hires which vary from month to month. For the last few months, the cleaner has undertaken extra work without making any extra charge, for example, an additional sweep of Barn floors on Wednesday morning is now required (current contract does not include this). Last year, cleaning – excluding materials – cost £8,354.00. At our request, the cleaner has reviewed the work and his charges and has indicated that an 8% increase would cover the existing and additional work required. This would be £668.00, making the total cleaning cost £9,022.00 per annum. The RPI for the last five years has been 2.7/4.1/2.5/1.2/1.6, ie an average of 2.42%. The increase suggested is around 4% below the increase an annual RPI uplift would have seen. See Resolution B19/08-2.
- Several requests have been received from 1<sup>st</sup> Purley and Pangbourne Scouts: they would like permission to increase the storage they have in the compound to the rear of the barn; they would like a disabled changing table to be installed in the Barn's disabled toilet; and they would like all to be encompassed in their regular hire agreement.

Compound – there are two 16ft by 8ft sheds in the rear of the compound (see photo) and the scouts make full use of the compound with extra outside storage of canoes/other equipment and their camping gas canisters. The only restriction we have recently reinforced is that the Barn's rear outside wall and heater outlets must have a full 1 metre clearance. If a new shed was added alongside the existing second shed, this would tidy up the area without impinging on Barn safety or maintenance. See Resolution B19/08-3

Disabled changing table in Disabled WC – current dimensions of WC 2.4m by 1.2m. Scouts have not come up with any suggested installation but our initial investigation of options indicates that the smallest fixed height table is 1.4m in length (Pressalit 1000 fixed height nursing bench with a capital cost of £1,600 plus VAT) which is too long for the space. In practice, the only way the table could be accommodated would be by reconfiguring all three WCs and potentially having only one ordinary and one disabled WC. See Resolution B19/08-4

- Checklists. All users have been provided with a laminated exit/locking up checklist as well as a sliding scale of penalty charges. The same list is provided to one-off hirers. The intention is to levy penalty fees against regular hirers for second infringement, and for one-off users any infringement.

#### **Work undertaken:**

- Two new heaters were installed in the Small Hall at the beginning of January. All seven heaters in the Barn have now been replaced and are under warranty from the contractor/installer. The next service is not due until the anniversary of the installation of the five Large Hall heaters in September.
- A leak under the sink in the Small Hall servery led to the floor tiles rising. These have been replaced with linoleum type flooring.
- A hirer accidentally broke a tea urn and has paid for the replacement urn.
- In December, the electric sockets at waist level around the large barn stopped working. A contractor came out and found that an isolator fuse had burnt out. In January, the high-level fluorescent lights in the Small Hall stopped working. A second contractor attended (the first was not available) found a faulty wire in the main fuse box not seemingly linked to any circuit; when isolated, the lights worked again.
- The ten wonky/ripped chairs have been re-homed and replacement chairs are on order, delivery is expected in early February.

#### **Work to be undertaken**

- Repair/strengthening of the Large Hall door and two fire doors, and repainting of all doors. There have been four visits from recommended carpentry firms over December/January and quotes are awaited from the three contractors who seemed interested in the work. Ideally this work should be carried out in spring this year. See Resolution B19/08-5
- Overall refurbishment/painting of the WCs to be considered once the cost of the doors is known. This is potentially something to which FOPB might contribute.
- High level clean in both halls using hired cherry picker in the spring.
- High level painting in both halls using hired cherry picker in the summer.

#### **Increased security/safety at Goosecroft**

- A further 5 mph sign has been installed on the height restriction barrier at the entrance to Goosecroft, and further reflectors added to the posts up the lane.
- A right of way sign has also been added to the height restriction barrier.
- Expected initial issues with the barrier seem to have now settled down with the majority of social club contractors/delivery people now shutting the barrier after access. We will continue to monitor.

**PURLEY ON THAMES PARISH COUNCIL**  
**Barn Management Committee**  
**Burial Ground Report, January 2019**

**Part 1. Current Business overview**

Invoicing from 1 November 2018 to 31 January 2019		
Total invoiced: £3,845.00	Total received: £3,845.00	Total outstanding: £0.00

**Current business summary**

1. Although there are currently no invoices outstanding, payments are not always received prior to interment.
2. There were three full interments on three consecutive days at the beginning of January 2019.
3. The Burial Ground Working Group has met twice to discuss various issues.

**Part 2. Maintenance**

**Maintenance work carried out**

- The contractor who undertook to re-secure four loose capstones had decided the work was too much for him and another contractor will complete the work.
- Two contractors had quoted for the work to move the side fence of the soil compound so as to make more space for the remaining two full rows of graves.

**Damage to wall, post and gates**

Early on the morning of Monday 28 January, a car drove into one of the Burial Ground gate posts. The post was seriously damaged, as was part of the wall, and one gate was found to be hanging down while the other was no longer on its hinges at all. The area was immediately fenced off, the incident was reported to the police, and CCTV footage was checked.