



MAYLAND PARISH COUNCIL

MINUTES of the meeting of the **LAWLING PARK COMMITTEE**
held in the Lawling Park Hall on Tuesday 24th October 2017 at 7.00 p.m.

= decision taken = expenditure agreed

In attendance: Cllr. P. Spires (Chairman) , Cllr. J. Oatham, Cllr. R. Bush, Cllr. J. Pettitt, Karen Kuderovitch (Acting Clerk)	
47/17.	Members' Apologies for Absence Cllr. Evans – family commitment – Cllr. Gibson – no apologies received
48/17.	Declarations of Interests None received
49/17.	Minutes of the Previous Meeting The Minutes of the meeting held on Tuesday 26 th September were approved & signed by the Chairman
50/17.	Public Discussion including regular hall user groups Two members of the public were present. The organisers of Festival in the Park were present to ask permission to repeat the event on 7 th July 2018. After discussion it was resolved to grant the permission in principal pending the following suggestions/actions: <ul style="list-style-type: none"> • The Village Hall would be required for storage facilities only. • Public Liability – the Clerk to make enquiries with the Parish Councils Insurance to look at cover and advise the group. The Clerk advised all PLI's from the companies present would need to give a copy to the Parish Council. • Risk Assessments/First Aid – it was agreed these would need to be undertaken for all involved. • Security – it was noted that this would be arranged from 2pm – 11pm. • Licences – the group to apply as necessary. • Local fundraising would be taking place in various forms and the funds raised from the event would be reinvested in the local area.
51/17.	Lawling Park Hall The following topics were discussed: <ul style="list-style-type: none"> • Outstanding items needing attention - it was resolved that a snagging list of all outstanding items (water temp. kitchen door, door closers, etc.) to be compiled and sent to the builders to resolve, once finalised the final monies would be released. • Dial up panel – it was resolved to spend £100 on a new panel & investigate lighting issues. • Cllr. Oatham suggested marking the tables & suggested a keyholders list & the possibility of using numbered key pads was discussed. • The Clerk reported some incidents at the hall – notices to be made.
52/17.	CCTV Cllr. Oatham suggested a full check on all cameras – November full Council agenda. The Clerk advised she would send Councillors information on Community Special Constables a new initiative to look at Parish Councils funding an officer to police their area for a set number of hours.




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53/17.	<p>Tennis Courts Discussion took place about the maintenance of the hut. The Clerk advised Council to consider appointing a local maintenance person for some tasks. Cllr. Bush to make enquiries. Spare keys to be arranged.</p>
54/17.	<p>Play Areas Cllr. Spires reported on the play equipment, advising Council to look at the age of some pieces. The Clerk advised to look at a regular inspection report for all items.</p>
55/17.	<p>General Area and Maintenance Report  Discussion took place regarding the open spaces/football pitches and dog users. The Clerk advised there was a risk to humans from dog excrement which was disputed by Cllr. Pettitt. The Clerk advised to ask for a meeting with Maldon District Council (Park Services) for an on site meeting to seek their recommendations and take advice. Cllr. Pettitt insinuated that the Clerks role was not to advise and disputed her participation in the discussion which was refused by the Clerk. It was resolved by a majority vote to proceed and make contact with Maldon District Council. The Clerk reminded Council that once a decision was made it ended discussion.</p>
56/17.	<p>Vandalism and Anti-social Behaviour No action</p>
57/17	<p>Parish Council Office  </p> <p>The Clerk handed out a list of items to be considered:</p> <ul style="list-style-type: none"> a) IT & IT Support/Back up/Web Site – The Clerk advised Council to consider the quotation from Ahead 4 in South Woodham Ferrers to purchase an office PC and a laptop which had a facility to enable the laptop to be used to work from home should the need arise and access the office based PC and suggested a flexible working arrangement once a new Clerk was in place. It was resolved by a majority vote to spend approx £1,000 & VAT on these two main items (with additional memory, keyboards etc.). The Clerk advised on an off-site back up facility for approx £25 per month and the essential need for the Clerk to have somewhere to turn to should any systems fail. The Clerk was obtaining a quote to build a new web site which was easier to navigate and a more professional look for consideration at the full Council Meeting in November. Printer options were discussed, further enquiries to be made. b) Parish Council Office – after discussion of all the furniture items that were required, it was resolved to spend up to £500 on a desk & chair which adhered to current regulations. It was suggested that a quote be obtained to put a larger window in the office. Clerk to action. c) Health & Safety requirements The Clerk to assist in creating a working environment meeting all current Health & Safety criteria. d) Lone Working Policy/access to general public – The Clerk advised to adopt the lone working policy in due course which would include access arrangements and recommended access to the office on a designated day. e) Fire Safety Policy – Clerk to send to Councillors to review. f) Office Working Risk Assessment – Clerk to create.

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	<p>g) Update on Clerk's role – the date for applications for the role had been extended to Friday 27th October. It was suggested a maximum of four members of the Personnel Committee to undertake the interviews.</p> <p>h) No further suggestions.</p>
	<p>Meeting closed at 9.30pm Signed <i>K. Kuderovitch</i> Acting Clerk to the Parish tel: 01621 743551 e-mail: maylandpc@gmail.com</p>

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