

ROWLANDS CASTLE PARISH COUNCIL

Minutes of an EXTRAORDINARY MEETING of the FULL COUNCIL 17.03.20

Tuesday 17 March 2020 at 2.30pm
The Meeting Place, the Church on the Green, Rowlands Castle PO9 6AA

These minutes are subject to approval by the Council at its next Full Council Meeting

PRESENT:

Cllr C Stanley (Chairman), Cllr J Edwards, Cllr A Lee, Cllr B Wilson. Cllr F Ball arrived part-way through discussion under Item 3 and before voting commenced.

Mrs G Whatley (Council's Admin Asst) was also present, as was Mrs K Molloy, Chairman of Rowlands Castle Parish Hall Management Committee (RCPHMC)

MINUTES:

Taken by Lisa Walker, Clerk to the Council

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

1. To Receive any Councillors' Apologies for Absence

Apologies for absence were received from Cllrs Livitt and Moss.

2. To Receive any Declarations of Interest

There were no declarations of interest.

3. Acting as Trustee of the Parish Hall CIO, to Receive a Report from Rowlands Castle Parish Hall Management Committee regarding the Replacement of the Hall's Boiler and Agree Action thereon

Members noted the RCPHMC's report and recommendations, the quotes from 3 firms to replace the boiler and the RCPHMC's Terms of Reference (all previously circulated). At the invitation of the Council's Chairman, the RCPHMC Chairman explained the boiler was c 30 years old, had not been maintained regularly but that the majority of recent expenditure would have been incurred as a matter of course. The Clerk outlined various options for the commissioning and funding of works. Members stressed the need for a regular boiler maintenance programme in future.

It was unanimously RESOLVED to:

1. Replace the boiler, with the Council rather than RCPHMC commissioning and paying for the works;
2. Appoint Portsdean Technical Supplies and Services Ltd to undertake the quoted works at a cost of £6,801.29 + VAT, subject to the supply and review of the firm's latest completed accounts, in accordance with Council's financial regulations;
3. Apply to EHDC for S106 Community Facilities monies to fund the full amount excl VAT which is reclaimable by Council,
4. Once installed, ensure the new boiler is serviced annually with that, and any maintenance costs, to be funded from RCPHMC's funds;
5. Require RCPHMC to put in place systems to ensure all Hall equipment is subject to annual checks and any identified maintenance is carried out promptly.

It was also AGREED that Cllr Edwards would carry out a review of all relevant procedures at the Hall and report to Council, and consider joining the RCPHMC as per its Terms of Reference.

Action 1: Clerk to appoint relevant firm to carry out works, subject to review of accounts

Action 2: Clerk to apply to EHDC for release of S106 funds

Action 3: RCPHMC to review and implement systems to ensure Hall equipment is well-managed

Action 4: Cllr Edwards to review Hall procedures and report to Council

The formal Council Meeting ended at 3.15pm, and Mrs Molloy left the Mtg.

During the course of the meeting (both part and whole) there were no members of the public (who signed the Attendance Log) and no members of the Press present.

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Actions resulting from Pandemic Outbreak of Covid-19/Coronavirus

Although not on the published agenda, and therefore not formal decisions by the Parish Council, members then also considered the measures necessary for buildings/areas for which Council is responsible during the current pandemic outbreak, taking into account Govt advice to help safeguard public health.

After careful consideration the following was decided, to take place with immediate effect and last as long as Govt guidelines advise:

1. Close the Parish Hall to all users, with the exception of the Montessori Nursery which will remain open until Govt guidelines on schools, nurseries etc state otherwise.

The Hall will be shut to all other bookings and all future bookings are cancelled until Govt advice recommends otherwise. Anyone entering the Hall must take all necessary precautions in accordance with Govt guidelines to safeguard themselves and others. This includes any contractors, administrative staff and members of the RCPHMC. Home working is to be encouraged wherever possible.

2. Close the Pavilion at the Recreation Ground, including public WCs, to all users.

The Pavilion and public WCs will be shut to everyone, including sports users, unless authorised by Council to enter. The Parish Office will request Pavilion key-holders return all keys within 48 hours for safe-keeping. From 23 March, Grounds staff may enter the building if appropriate to conduct a thorough clean but not before to safeguard their health.

3. Cancel the Annual Parish Meeting, due to be held on 27 April 2020.

4. Withdraw Public Opening Hours at the Parish Office - residents are welcome to call on 02392 413044 and/or email on clerk@rowlandscastlepc.org.uk instead.

5. The Council will be guided by Govt advice with regard to future Council meetings and whether they can legitimately be conducted by video/conference call. The Clerk will investigate a suitable system to enable this process and liaise with cllrs accordingly.

NB: The UK Govt has since issued further instructions to manage this pandemic situation. Consequently, at the Recreation Ground the tennis courts and all equipment (Play Area, outdoor gym etc) are also now closed until further notice. The Coronavirus Bill 2020 now allows Council to conduct meetings by video/conference call with various provisos