

# WARBOYS PARISH COUNCIL

Minutes of a meeting of the **Assets and Maintenance Committee** held on 16<sup>th</sup> September 2024 at the Parish Centre, Warboys.

## PRESENT WERE

Cllr R Dykstra  
Cllr L Gifford  
Cllr J Land (Chair)

Cllr J Parker  
Cllr S Withams

Mrs J Drummond:- Senior Clerk  
Mrs E Coverdale:- Clerk

Meeting commenced at 7.30 p.m

## AM 1/24 WELCOME

Chair Land opened the meeting.

## AM 2/24 APOLOGIES

Apologies were accepted from;  
Cllr M Collins – Family Commitments  
Cllr D Fabb – Family Commitments

## AM 3/24 MEMBERS' INTERESTS

- a) Declarations  
None declared.
  
- b) Register of Interests  
None received.

## AM 4/24 OPEN FORUM

As no members of the public wished to speak it was **RESOLVED** to continue the meeting.

## AM 5/24 COMMITTEE TERMS OF REFERENCE

It was unanimously **RESOLVED** by all committee members present to adopt the Assets & Maintenance Committee Terms of Reference for 2024-25 and they all signed the document.

## AM 6/24 REVIEW COMMITTEE BUDGET AND EXPENDITURE

Following receipt of the quarterly Assets and Maintenance budget and expenditure report members unanimously **RESOLVED** to approve. (appendix 1)

## AM 7/24 REVIEW ASSET REGISTER

Members noted receipt of the asset register as it appears on Scribe, they were advised that updating the register will be an ongoing process which they will receive at each of the Asset & Maintenance committee meetings moving forward.

Additionally, it was unanimously **RESOLVED** for the Clerks to investigate getting up to date valuations on council assets.

#### **AM 8/24 REVIEW CURRENT COUNCIL RISK ASSESSMENT**

Members were provided copies of the new Council Risk Assessment by the Clerk who explained how the categories work. Additionally, that any of the areas marked as a medium or high risk had comments on how to reduce the risk along with achievement deadlines.

Following discussions, it was highlighted by members that the Lone Working Policy previously approved had not been enacted. Therefore, it was **RESOLVED** for the Clerks to review this policy as soon as practical.

#### **AM 9/24 MAINTENANCE SCHEDULE FOR ASSETS**

The Clerk provided members with a report on current maintenance requirements for Council Assets as completed by the Handymen;

a) Parish Centre

General maintenance of equipment and building, blocked toilets, hedge trimming, programming of the boiler.

b) Storage Sheds

Minimal as they are in poor condition and need repairing/replacing.

c) Allotments

Cut grass, trim hedges, occasionally burn green waste on the council plot, clear allotment plots as and when required.

d) Railway Carriage

Limited maintenance as the wood is rotten, potentially pas repair.

Additionally, it was **RESOLVED** for the Clerks to investigate disposal of the railway carriage.

e) Jubilee Clock Tower Inc Bollards

Plant and maintain flowers, spray any weeds. Remove and replace bollards if the large dodgems are here for feast week.

Following an issue raised by the handymen regarding a missing bollard plate it was **RESOLVED** for the Clerks to follow up with Cllr England who had offered to repair.

f) War Memorial

Plant flowers, water plants, cut grass, Remembrance Sunday poppies, Tommy silhouette and event set up.

g) Van

Regular maintenance such as oil checks.

h) Handymen's Tools

Maintained as necessary.

i) Bus Shelters/Shelters

Every Friday they clean and brush out the shelters and litter pick.

j) Seats/Benches

Repaired as required, however members raised concerns over the lack of protective treatments on the Commemorative Bench.

It was therefore **RESOLVED** for the Clerks to liaise with the Handymen to get have a protective treatment on the commemorative bench.

k) Litter Bins

They empty the bins every Monday and Friday and replace/repair the bins as required.

l) Lighting Columns/Street Lights

Only monitor for issues and report any concerns as they are maintained by Cambridgeshire Highways and Balfour Beatty.

m) Flagpole

Maintain, raise flags as and when required. They also take it down and put it back up for when the Christmas tree is here.

n) Notice Boards

Regularly check for any out-of-date notices.

Members raised concerns over the condition of the notice boards, it was **RESOLVED** for the Clerks to ask the Handymen to treat/paint the notice boards.

o) Cycle Racks

Not much as they aren't really used.

**AM 10/24 EXPLORE GRANT FUNDING OPPORTUNITIES SHEEP DIP**

Members were advised that the Clerks had found a potential source for a grant to repair the historic sheep dip.

Following discussions, it was unanimously **RESOLVED** for the Clerks to investigate the grant application process further by getting quotes for the work, look at safety improvement options and installation of an information plaque.

**AM 11/24 JUBILEE CLOCK TOWER CLOCK WINDER**

The Clerks raised concerns about the maintenance of the clock tower and proposed offering additional support to Cllr Fabb, the current clock winder. They suggested that some of the Members be trained to assist, ensuring there is more than one person capable of maintaining the clock.

It was therefore **RESOLVED** for Cllr Land to liaise with Cllr Fabb to get training for clock maintenance.

Members also expressed concerns regarding the lone worker policy, noting that in the event of an issue or if the person winding the clock were to get stuck, it's important to have someone else present for safety.

**AM 12/24 NOTICES AND MATTERS FOR THE NEXT ASSETS & MAINTENANCE COMMITTEE AGENDA**

Sheep dip grant funding

**There being no further business, the meeting was declared closed at 8.32pm**

**The next meeting of the Assets & Maintenance Committee will be held on 17<sup>th</sup> March 2024.**

**Chairman.**

**Date.**

APPENDIX 1

Warboys Parish Council

10 September 2024 (2024-2025)

Summary of Receipts and Payments

Cost Centre Group - Assets & Maintenance (Between 01/04/2024 and 01/09/2024)

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail

Village Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
601 Cemetery				400.00		400.00	400.00 (100%)
602 Grass Cutting				2,500.00	1,190.00	1,310.00	1,310.00 (52%)
603 Grounds Maintenance				500.00		500.00	500.00 (100%)
604 Litter Clearance				200.00	45.20	154.80	154.80 (77%)
605 Street Lighting				800.00	59.92	740.08	740.08 (92%)
606 War Memorial				100.00		100.00	100.00 (100%)
607 Winter Gritting				500.00		500.00	500.00 (100%)
<b>SUB TOTAL</b>				<b>5,000.00</b>	<b>1,295.12</b>	<b>3,704.88</b>	<b>3,704.88 (74%)</b>

WPC - Assets

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
701 Allotment Expenditure				200.00	44.24	155.76	155.76 (77%)
702 Allotment Income		165.00	165.00				165.00 (N/A)
703 Equipment				2,000.00	442.90	1,557.10	1,557.10 (77%)
704 Jubilee Clock				500.00		500.00	500.00 (100%)
705 Car Park							(N/A)
706 Public Footpaths & Bridleways				300.00		300.00	300.00 (100%)
707 Seats & Benches				1,000.00		1,000.00	1,000.00 (100%)
708 Sheep Wash				250.00		250.00	250.00 (100%)
709 Shelters & Litter Bins				500.00		500.00	500.00 (100%)
710 Vehicle Maintenance				2,000.00	519.25	1,480.75	1,480.75 (74%)
711 Vehicle Fuel				1,000.00	475.73	524.27	524.27 (52%)
713 Parish Centre Expenditure		4,262.36	4,262.36	6,500.00	5,341.68	1,158.32	5,420.68 (83%)
714 Parish Centre Income		3,310.36	3,310.36		405.00	-405.00	2,905.36 (N/A)
<b>SUB TOTAL</b>		<b>7,737.72</b>	<b>7,737.72</b>	<b>14,250.00</b>	<b>7,228.80</b>	<b>7,021.20</b>	<b>14,758.92 (103%)</b>

Summary

<b>NET TOTAL</b>	<b>7,737.72</b>	<b>7,737.72</b>	<b>19,250.00</b>	<b>8,523.92</b>	<b>10,726.08</b>	<b>18,463.80 (95%)</b>
<b>V.A.T.</b>	<b>636.64</b>			<b>1,228.45</b>		
<b>GROSS TOTAL</b>	<b>8,374.36</b>			<b>9,752.37</b>		