

**Minutes of the Parish Hall & Grounds Committee of Trowell Parish Council held at Trowell Parish Hall, Tuesday 25<sup>th</sup> July 2023, starting at 8.03pm.**

**Present:** Helen Cumberpatch, Si Frost, Debbie Hopwood, Cynth McGann.


**In attendance:** Jane Murden (Clerk & RFO)

Item Ref.	Description	Action
01/23.	<b>Election of Chairman of the Committee.</b> Councillors <b>voted</b> to appoint Cynth McGann as chairman of the committee for the year to May 2024.	
02/23.	<b>Election of Vice Chairman of the Committee.</b> Councillors <b>voted</b> to appoint Si Frost as vice chairman of the committee for the year to May 2024.	
03/23.	<b>Apologies for Absence.</b> a) Councillors to <b>note</b> any apologies for absence – <b>None received.</b> b) Councillors to <b>vote</b> on acceptance of any apologies for absence - <b>None</b>	
04/23.	<b>Declarations of Members' interests.</b> a) Pecuniary interests – <b>None</b> b) Other registerable interests – <b>None</b> c) Non-registerable interests - <b>None</b>	
05/23.	<b>Minutes.</b> Councillors <b>noted</b> the minutes as a true record of business conducted at the meeting held on 14 <sup>th</sup> February 2023. And that the minutes were <b>approved</b> by Full Council on the 14 <sup>th</sup> of March 2023.	
06/23.	<b>Policies and Procedures:</b> <b>Councillors</b> a) <b>Approved</b> the updated terms of reference and this will go to full council for <b>adoption.</b>	Full Council
07/23.	<b>Fire Risk Assessment.</b> Councillors <b>reviewed</b> the fire risk assessment and <b>approved</b> actions to be carried out.	Clerk
08/23.	<b>Playpark Inspection.</b> Councillors <b>reviewed</b> the playpark inspection and <b>approved</b> actions to be carried out.	Clerk
09/23.	<b>Applications for Hire.</b> Councillors discussed the applications and requested that ongoing monitoring of groups is required. Applications for hire were <b>approved</b> by members.	Clerk
10/23.	<b>Solar Power Storage.</b> Councillors discussed the quotes and <b>approved</b> this item for the long-term project plan.	Clerk
11/23.	<b>Car park and Playpark Maintenance.</b> Councillors reviewed the quote obtained and <b>approved</b> the maintenance work for the car park and playpark. Councillors reviewed the additional works for the car park drainage and <b>approved</b> the additional works.	Clerk



12/23.	<b>Planning &amp; Environment Matters.</b> The councillors as consultees reviewed and <b>approved</b> the response to the following: a) Applications. <b>23/00452/FUL – no objections</b> <b>23/00418/PNH – no objections</b> b) Determined <b>23/00209/LBC – noted.</b>	Clerk
13/23.	<b>Water Risk Assessment.</b> Councillors reviewed and <b>approved</b> quote for water risk assessment to be carried out.	Clerk
14/23.	<b>Sanitary Contract.</b> Councillors <b>noted</b> the report regarding contract. Councillors <b>approved</b> the quote for additional sanitary items.	Clerk
15/23.	<b>Annual Inventory.</b> Councillors <b>noted</b> that the inventory will be carried out over the summer period.	Clerk
16/23.	<b>Clerks Report.</b> Councillors reviewed the reports received and <b>noted or approved</b> the following. a) PA System – Councillors <b>approved</b> the purchase of a replacement. b) Alarm activations and Service – Councillors <b>noted</b> the service had been carried out and <b>approved</b> the monitoring of activations. c) Martyn’s Law – Councillors discussed and <b>noted</b> . d) Fire Alarm Service – Councillors <b>noted</b> that the service and been carried out. e) Wi-Fi password management – Councillors <b>approved</b> the increase for the service.	Clerk
17/23.	<b>Date of next meeting:</b> Tuesday 24 <sup>th</sup> October 2023. Items for the agenda should be submitted to the Clerk by 13 <sup>th</sup> October 2023.	

Meeting closed at 9.03pm

Signed  24/10/23 Date: