



Yeovil Town Council

**Town House
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The Meeting... **Grounds and General Maintenance Committee**

The Time... **7.00pm**

The Date... **Monday 13 May 2013**

The Place... **Town House, 19 Union Street, Yeovil**

If you need this information in large print, Braille, audio or another language, please ring 01935 382424



Alan Tawse

Alan Tawse
Town Clerk

07 May 2013

Please contact Alan Tawse at the Town House for more information about this meeting

Grounds and General Maintenance Committee

To: All Members of the Grounds and General Maintenance Committee

Martin Bailey

Peter Brock

Philip Chandler

Clive Davis (Ex-officio)

David Dollard (Vice-Chairman)

John Hann

Kaysar Hussain

Andrew Kendall

Wes Read

Manny Roper (Ex-officio)

Alan Smith (Chairman)

Jon Trevett (co-opted – non voting)

Equality Act 2010

The *general* public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age

Race

Disability

Religion or Belief

Gender Reassignment

Sex

Marriage and Civil Partnership

Sexual Orientation

Pregnancy and Maternity

A G E N D A

PUBLIC COMMENT (15 Minutes)

1. MINUTES

To approve as a correct record the Minutes of the meeting held on 4 March 2013.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. CORRESPONDENCE

5. PLAY AREAS

To consider a verbal report from the Senior Play and Youth Facilities Officer (SSDC).

6. PRESTON PARK PLAY AREA UPDATE

To consider a verbal report from the Senior Play and Youth Facilities Officer (SSDC).

7. PLAY AREA ROLLING PROGRAMME FUNDING

To consider the funding requirement for the Play Area Rolling Programme. Supporting material attached at pages 3 – 6.

8. OPEN SPACES REPRESENTATIVES' REPORTS

To consider a report by the Principal Horticultural Officer (SSDC) attached at page 7.

9. ALLOTMENT MAINTENANCE UPDATE

To consider a report from the Street Scene Co-ordinator (SSDC). Spreadsheet to be circulated.

10. ALLOTMENT TENANT WORKING GROUP MEETING MINUTES

To note the minutes of the Allotment Tenants Working Group meeting held on 22 April 2013 (Copies of the minutes circulated separately).

11. FINANCIAL STATEMENT – FEBRUARY 2013/MARCH 2013

To consider the Financial Statement for the period 1 February 2013 to 31 March 2013 attached at pages 8 to 12.

PUBLIC COMMENT (15 Minutes)

7. PLAY AREA ROLLING PROGRAMME FUNDING

At the meeting of the Policy, Resources and Finance Committee on Tuesday 26 March 2013 it was resolved to identify funds of £10,000 to support the proposed rolling programme of play area maintenance.

The Committee identified funds of £7,851 for the project from current underspends in the Grounds and General Maintenance Committee 2012/2013 budget. It resolved that the Grounds and General Maintenance Committee be asked to identify the shortfall of £2,149 from the budget for 2013/2014 (Minute 8/167 refers):

- (6) *that the Ground and General Maintenance Committee be requested to identify savings in their forthcoming year's budget to meet the remaining balance of £2,149;*

The Committee is **RECOMMENDED** to note the report and express their views on the matter.

Anita Rogers-Ballanger, Assistant Town Clerk (Job Share)
Anita.Rogers-Ballanger@yeovil.gov.uk 01935 382421

**EXTRACT FROM MINUTES OF POLICY, FINANCE AND RESOURCES
COMMITTEE MEETING OF 26 MARCH 2013**

Attention was drawn to the recent completion of a further audit of the play areas managed by the Town Council, the results of which were attached to the report.

Members were informed of the views of the Grounds and General Maintenance Committee, which had considered the results of the audit earlier that month and which had expressed its support for the approach taken by the Town Council to match-fund agreed improvements to the play areas managed by the Town Council on a rolling five-year programme basis.

Whilst the funding for the proposed play area improvements had yet to be identified, that Committee had expressed their support for the work being undertaken in the suggested priority order.

The Town Clerk outlined a number of options available to the Town Council to meet 50% of the estimated costs of each of the proposed upgrades - on the understanding that the costs involved would continue to be funded with the assistance of the District Council on a matching basis.

He indicated at the meeting that a number of unexpected underspends totalling £6,851 in the Grounds and General Maintenance Committee's 2012/13 budget could be used to help meet the Town Council's anticipated contribution of £10,000 in Year 1 of the new rolling programme, along with £1,000 from a previous carry forward that was no longer required. He added that if this alternative option were pursued, this would leave a balance of £2,149 to find in 2013/14.

During the ensuing discussion, Members expressed their support for this suggestion and proposed that the funding of the remaining balance be identified by the Grounds and General Maintenance Committee from their revenue budget during the forthcoming financial year.

RESOLVED

- (1) that the position concerning the Capital Fund be noted;
- (2) that the current position regarding the rolling programme of play area improvements be noted;
- (3) that the results of the Play Area Audit and the views of the Grounds and General Maintenance Committee thereon be noted and supported;
- (4) that, subject to the District Council making a matching contribution, approval be given to the Town Council's contribution of £10,000 towards the proposed upgrade of the Summerhouse View Play Area (Year 1) being met from the following underspends in the Grounds and General Maintenance Committee's current budget:

<i>Water Charges</i>	<i>£1,445</i>
<i>Allotment Fence Repairs</i>	<i>£1,793</i>
<i>Holiday Play Activities</i>	<i>£3,613</i>
<i>Sunningdale Allotment Site Fence Repair (previous carry forward)</i>	<i><u>£1,000</u></i>
<i>Total</i>	<i>£7,851</i>

- (5) that the above allocations be carried forward into 2013/14;
- (6) that the Grounds and General Maintenance Committee be requested to identify savings in their forthcoming year's budget to meet the remaining balance of £2,149; and
- (7) that the funding of the remainder of the rolling programme be considered as part of the budget-setting process leading up to the fixing of the 2014/15 precept.

YEOVIL TOWN COUNCIL - ESTIMATES

GROUNDS AND GENERAL MAINTENANCE COMMITTEE											
		YEAR 2011/12				YEAR 2012/13				YEAR 2013/14	
NOTES		Item	Allocated	Spent	Allocated	1/2 year	Full year	Estimated		Estimated	To be
						spent	estimated	over	under		
						30.09.12	spend to	spent	spent	required	allocated
							31.03.13				
INCOME 2012/13		Materials and equipment	1,020	359	820	302	820			840	840
1/2 Year to 30/09/12		Water Mains Refurbishment/Repairs	1,760	3,845	1,820	0	1,820			2,200	2,200
		Water charges	2,350	4,132	4,120	620	4,120			4,200	4,200
Lease	461	Allotment Maintenance (SSDC)	7,280	8,031	7,500	2,383	7,500			7,650	7,650
Taps & Keys	-31	Allotment Maintenance (Tenants)	3,120	3,220	3,220	828	3,220			3,280	3,280
Allotment rents	<u>9763</u>	Allotments - Fence Repairs	1,820	0	1,880	0	1,880			1,920	1,920
1/2 Year	10193	Leases	300	335	335	0	335			400	400
		Goar Knap - Building	1,360	1,121	1,400	678	1,400			1,430	1,430
ESTIMATED INCOME		Newsletter	160	100	160	0	160			160	160
2012/13		Best Kept Allotments Competition	210	162	220	144	220			230	230
Taps & keys	0	Labour	15,000	14,804	15,000	7,842	15,000			15,150	15,150
Rent	9963	Vehicle	920	1,717	950	425	950			970	970
Lease	<u>1967</u>	Protective clothing	160	49	160	27	160			160	160
Est 2012/13	11930	Dog Bins	0	180	200	0	200			210	210
		Open spaces:									
		Open Spaces	135,300	135,300	139,360	69,680	139,360			142,150	142,150
ESTIMATED INCOME		Play Area Repairs/Enhancements	10,720	10,720	11,040	9,645	11,040			11,260	11,260
2013/14		Country Park	28,760	28,760	29,620	14,810	29,620			30,220	30,220
		Enhancements	3,060	3,060	3,150	0	3,150			3,210	3,210
Taps & Keys	0	Play and Landscape Officer	10,920	10,920	11,250	2,812	11,250			11,480	11,480
Rents	10857	Holiday Playscheme contribution	4,387	4,387	8,000	0	8,000			5,000	5,000
Lease	<u>2090</u>	Door Step Green	320	989	720	245	720			740	740
Est 2013/14	12947	Yew Tree Park - Gate Opening	1,200	1,313	1,440	645	1,440			1,470	1,470
		Total expenditure	230,127	233,504	242,365	111,086	242,365	0	0	244,330	244,330
Notes:											
									Estimated underspend (-)		0
											244,330
1		Budget prepared on a year on year basis, with adjustments made for previous year's accruals							Estimated 2013/14 income		12,947
2		Water mains refurbishment/repairs budget allocated to meet planned programme of phased improvements									231,383
3		Income of £1,844 pa (rising to £2,090 pa from 1 Oct 2012) receivable from lease of land at Higher Ryalls							+ contingencies @ 5%		11,569
											242,952

8. OPEN SPACES VISITS

By the date of the meeting of the Grounds and General Maintenance Committee there will have been 2 “members” visits to open spaces.

The first visit was an introductory visit / tour for the members to get to grips with the key open spaces within their ward, an opportunity for us to share information about the site and for me to inform members of some of the history and the particular peculiarities of the sites.

The second visit which will take place during first week of May will be our first of the new maintenance season, where we will be scoring the individual sites and any works required will have the relevant job tickets raised.

As of yet there haven't been any significant issues.

The Committee is **RECOMMENDED** to note the report.

Stephen Fox, Principal Horticultural Officer SSDC
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