

HUGHENDEN PARISH COUNCIL
At Council Offices, The Common, Great Kingshill, HP15 6EN

Minutes of the meeting of the Services Committee

Held on Tuesday 5th November 2019 at 7.30 pm

Confirmed Minutes

1. Present:

Cllr P Gieler (Chairman)

Cllr A Boekee, Cllr P Nicholls, Cllr C Sammut, Cllr H Stearn, Cllr C Waterton

Cllr M Tyler was in attendance.

2. Officers:

Shona Hadwen (Clerk)

Jill Armshaw (Deputy Clerk)

3. Public participation

19S297 There were no members of the public present.

4. Apologies for absence

19S298 Apologies for absence were received and accepted from Cllr P Hardinge.

5. Declarations of interest

19S299 There were no declarations of interest.

6. Previous minutes

RESOLVED

19S300 That the minutes of the meeting of the Services Committee held on 27th August 2019 be approved as a true record and signed by the Chairman.

7. Officer report

19S301 The written report was received.

Future meeting dates

AGREED

19S302 That the next Services Committee meetings be held at 7.30 pm on Tuesday 21st January 2020 and Tuesday 17th March 2020.

8. Terms of Reference - Services Advisory Group

RESOLVED

19S303 That the draft Terms of Reference for the Services Advisory Group be resolved. The Services Advisory Group will replace all current Services Committee working groups and meet informally as required (appendix 1).

8.

Proposal re. procurement of service suppliers 2020-2023

19S304 The written proposal was received. The Clerk outlined key points including the need to deliver services in a more flexible, responsive, visible and cost-effective manner. The Clerk proposed that council employ a person part time to carry out general maintenance and inspection tasks in the parish. The service supplier procurement tenders 2020 - 2023 will reflect this appointment.

Following discussion members resolved to

RECOMMEND to FULL COUNCIL

19S305 That Council continue (2020 – 2023) to contract out Urban Devolved Services, Hedge and Field Maintenance and combine the existing Garden of Rest and Grounds Maintenance contracts into one tender entitled Grounds Maintenance.

19S306 That Council employ a grounds person/warden to work for 20-25 hours per week (hours to be evenly spread over 5 days).

19S307 That Council engage a contractor on an hourly rate basis for larger/additional tasks as required.

19S308 That a budget of £3,000 be available for the purchase of equipment associated with the employment of a grounds person/warden.

19S309 That a budget of £25,000 be available for the provision of a vehicle to support the employment of a grounds person/warden, other staff and council activities.

9. Proposal re. Templewood Community Space Project, Walters Ash

19S310 The written proposal was received. Cllr Stearn and Cllr Gieler outlined key points including implications concerning the covenant governing use of the land, compliance with Financial Regulations and conflicting resident survey results.

Following discussion members resolved to

RECOMMEND to FULL COUNCIL

19S311 That Council rescind Resolution 19095 (Full Council March 2019)

19095 That the Templewood Open Space Project Brief be adopted and the existing budget of £26,900 be increased to £40,000 with additional funds of £13,100 to be transferred from Community Infrastructure Levy (CIL) reserves.

19S312 That a budget of £40,000 be held in financial reserves for the future redevelopment of Templewood Community Open Space.

10. Proposal re. Common Road Community Space Project, Great Kingshill

19S313 The written proposal was received. Cllr Nicholls outlined key points.

Following discussion members resolved to
RECOMMEND to FULL COUNCIL

19S314 That Council resolve the proposal for Common Road Old Allotments in Great Kingshill to incorporate areas of wildflowers and trees typical of the Chilterns region together with seating. The Clerk to obtain design suggestions and three installations quotations. That a budget of £4,000 plus VAT be set aside for this project.

11. Proposal re. services budgets 2020-2021

19S315 The Clerk gave information about year to date spending on services and year end projected budgets. The Clerk suggested that the Services Committee continue to develop fully funded project plans for next financial year so that service budgets may be agreed at the next Services Committee meeting.

AGREED

19S316 That the Services Committee will agree service budgets 2020-2021 at the next meeting to be held on 21st January 2020.

12. Reserved items

19S317 There were no reserved items.

13. Committee membership

AGREED

19S318 That Cllr M Tyler become a member of the Services Committee.

14. Future meeting dates

19S319 Services Committee:

7.30 pm Tuesday 21st January 2020

7.30 pm Tuesday 17th March 2020

19S320 Services Advisory Group:

9.30 am Wednesday 20th November (procurement of services/Templewood Project)

3.00 pm Thursday 9th January 2020 (budget/precept)

15.

15. 19S321 There being no further business, the meeting closed at 9.30 pm.

Chairman's Signature:

Date:

Appendix 1

Terms of Reference – Services Advisory Group

Name

Services Advisory Group

Type

Advisory group reporting to the Services Committee. Governed by Council's Standing Orders, regulations, policies and legislative requirements.

Purpose

To research and develop projects and tasks as agreed by the Services Committee.

Scope

The role of the working group is advisory. The Proper Officer is responsible for day to day operational matters.

Authority

To advise the Services Committee.

Membership

The advisory group shall consist of all members of the Services Committee and Officers. The quorum shall be three members. The inclusion of Officers means that the group does not meet the statutory definition of a committee or subcommittee.

Meeting Arrangements

The advisory group shall meet as required. The Chairman of the advisory group shall be the Chairman of the Services Committee if in attendance, otherwise the Chairman of the Services Committee shall appoint a deputy. The Chairman of the advisory group shall issue an agenda at least one clear working day in advance of the meeting and make brief notes of the meeting which shall be circulated to the entire membership within three working days.

Reporting

To report to the Services Committee.

Deliverables

To undertake work to assist the Services Committee in carrying out its function. Work may include research, meeting with individuals to gain information and understanding, planning, drafting of documents etc.

Review

To review Terms of Reference annually in May.

(Adopted 5th November 2019 by Hughenden Parish Council Services Committee)