

Additional documents – Full Council
meeting 13th June 2019



**Annual Inspection carried out at
Andrew Pirie Play Area, St Asaph
on 12th December 2017
on behalf of
St Asaph City Council**

by

**Alan Dymond, Morral Play Services
RPII Annual Inspector (No. 1056A)**



Name of Play Area: Andrew Pirie

Date: 12/12/2017

Inspector: AD



General Comments

The play area is a local sized facility, sited on an open green space, within a residential housing estate.

Weather: Overcast

Time of Inspection: 11:01

Design

The following have been inspected and found to be in good order:

Orientation

Design Age

Traffic (Movement) Clashes

Minimum Space

Ancillary Items

The following have been inspected and found to be in good order:

Ownership/Information Signs

Bow Top Fencing

Litter Bins

General Surfacing - Grass

Access Pathways – Bitmac

Access Gates

Swing Barriers

Maintenance Gate

Seats

Cleanliness

Equipment

Wetpour – shrinkage gaps evident across some bays – cut back 30cm and fill in.

(1) Play Panel – Crazy Maze



Play & Leisure

The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

The item is in good condition and no work is required at this time.

Surfacing

Bitmac

The surfacing meets the requirements of BSEN 1176. **(2) Swing**

1.8m High 1 Bay/2 Seat (Cradle)



Play & Leisure

The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

The item is in good condition and no work is required at this time.

Surfacing

Wetpour

The surfacing meets the dimensional requirements of BSEN 1176.

(3) Slide



Play & Leisure

The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

The slide chute is loose at its lower fixing point – fixing bolt missing – replace/secure.



Surfacing

Wetpour

The surfacing meets the dimensional requirements of BSEN 1176.

(4) Spring Seesaw



Play & Leisure

The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

The item is in good condition and no work is required at this time.

Surfacing

Wetpour

The surfacing meets the dimensional requirements of BSEN 1176.

(5) Orbitor



Play & Leisure

The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

Not rotating properly – investigation required.



Surfacing

Wetpour

The surfacing meets the dimensional requirements of BSEN 1176.

(6) Spring Rocker - Car



Play & Leisure

The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

The item is in good condition and no work is required at this time.

Surfacing

Wetpour

The surfacing meets the dimensional requirements of BSEN 1176.

(7) Play Panel – Nought & Crosses



Play & Leisure The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

The item is in good condition and no work is required at this time.

Surfacing Bitmac

The surfacing meets the requirements of BSEN 1176. **(8) Swing**

3.0m High 1 Bay/2 Seat (Flat)



Play & Leisure The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

The item is in good condition and no work is required at this time.

Surfacing Wetpour

The surfacing meets the dimensional requirements of BSEN 1176.

(9) Junior Multi Play Unit



Play & Leisure The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

The item is in good condition and no work is required at this time.

Surfacing Wetpour

The surfacing meets the requirements of BSEN 1176.

Risk Assessment

Assessment of risk has been calculated using the two main criteria within the play industry:-

Severity of Injury

This comprises a severity rating based on the knowledge of play area injuries:

Little or no injury	0-1
Minor injury (requiring medical attention)	1-2
Major injury (absence from work or school)	2-3
Serious injury or long term sickness	3-4
Death or major disability	4-5

Likelihood of Injury

This calculation is based on the available accident data in relation to the numeric number of accidents for items of equipment or areas of the play area:

- 1 Low risk
- 2 Low-medium risk 3 Medium risk
- 4 Medium-high risk
- 5 High risk

Assessment of Risk

Multiply the severity by the likelihood of injury to obtain the risk:

Injury severity rating x probability of injury = risk

Additional scores may be added and the risk increased if, in the inspectors opinion, an element of the equipment, surfacing or surrounding area presents a risk to the user, i.e.: a trip point.

The Inspector

The scores are at the discretion of the assessor. The assessment and scores can vary due to a number of factors:

Weather, damage, nature of use, clothing, footwear, usage, positioning of site/equipment.

It is not the perfect system but if used by a competent assessor, it should offer improved safety and a reduction in hazards in a play area.

Outcomes

The risk assessment should be read in conjunction with annual, post-installation or audit reports.

Action should be taken to achieve risk levels of low or low/medium.

<u>Risk Score</u>	<u>Risk Categories</u>
1-3	Very Low Risk (Monitor)
4-7	Low Risk (Monitor and take reasonable action if required)
8-12	Medium Risk (Take action to reduce if possible or available)

13-20

High Risk (Take action immediately and assess

control measures)

21+

Unacceptable Risk (Remove or immobilise

before taking immediate action and assessment of control measures)

Design, location and physical site factors may determine the overall risk of the site. These may be difficult to economically change.

Risk Assessment

Ancillary Items/Environmental Hazards

<u>Ancillary Items</u>	<u>Risk Score (Severity x Probability)</u>	<u>Comment</u>	<u>Action or Control</u>
Ownership/Information Signs	1 x 2 = 2		See Report
Access Pathways – Bitmac	1 x 2 = 2		See Report
General Surfacing	1 x 2 = 2		See Report
Seats	1 x 2 = 2		See Report
Swing Barriers	1 x 2 = 2		See Report
Litter Bins	1 x 2 = 2		See Report
Fencing – Bow Top	1 x 2 = 2		See Report
Maintenance Gate	1 x 2 = 2		See Report
Access Gates	1 x 2 = 2		See Report
Cleanliness	1 x 2 = 2		See Report
<u>Environmental/ Other Hazards</u>	<u>Risk Score (Severity x Probability)</u>	<u>Comment</u>	<u>Action or Control</u>
Minimum Space	1 x 2 = 2		See Report
Traffic (Movement) Clashes	1 x 2 = 2		See Report
Design Defects	1 x 2 = 2		See Report
Adjacent Roads	5 x 1 = 5		See Report
Informal Supervision	1 x 2 = 2		See Report

Equipment

<u>No.</u>	<u>Equipment Item</u>	<u>Surfacing</u>	<u>Risk Score (Severity x Probability)</u>	<u>Action, Control or Comment</u>
1	Play Panel – Crazy Maze	Bitmac	1 x 2 = 2	See Report
2	Swing (Cradle)	Wetpour	2 x 2 = 4	See Report
3	Slide	Wetpour	2 x 2 = 4	See Report
4	Spring Seesaw	Wetpour	2 x 2 = 4	See Report
5	Orbitor	Wetpour	1 x 2 = 2	See Report
6	Spring Rocker - Car	Wetpour	2 x 2 = 4	See Report
7	Play Panel – Noughts & Crosses	Bitmac	1 x 2 = 2	See Report
8	Swing (Flat)	Wetpour	3 x 2 = 6	See Report
9	Junior Multi Play Unit	Wetpour	3 x 2 = 6	See Report

THE ASSESSED LEVEL OF RISK FOR THE PLAY AREA AT THE TIME OF THE INSPECTION IS – LOW.

DEVELOPMENT PROGRAMME

Initial Views

The play area is a local sized facility, sited on an open green space, within a residential housing estate. It provides reasonable play value and activity.

Long Term Proposals

Monitor, maintain and inspect.

Ensure any future development of the site in terms of equipment, ancillaries and access embraces the ethos of the DDA and allows accessibility for all.

Cost Implications (Ballpark Figures) Low to

medium.

<u>St Asaph City Council Comments:</u>

Lunar Cars Finance

10.3 Cashflow forecast

														0.00
														0.00
														0.00
														0.00
														0.00
E	Total money out (£)	7,620.00	320.00	320.00	320.00	320.00	320.00	320.00	320.00	320.00	320.00	320.00	320.00	11,460.00
F	Balance (£)	380.00	660.00	660.00	660.00	660.00	660.00	660.00	660.00	660.00	660.00	660.00	660.00	8,300.00
	Opening balance	0.00	380.00	1,040.00	1,700.00	2,360.00	3,020.00	3,680.00	4,340.00	5,000.00	5,660.00	6,320.00	6,980.00	7,640.00
	Closing balance	380.00	1,040.00	1,700.00	2,360.00	3,020.00	3,680.00	4,340.00	5,000.00	5,660.00	6,320.00	6,980.00	7,640.00	8,300.00

Section ten



Brett Pennells

Lunar Cars

14 The Uplands

Great Haywood

Stafford

ST18 0SH

Information and data embodied in this business plan are strictly confidential and are supplied on the understanding that they will be held confidentially and not disclosed to third parties without the prior written consent of Lunar Cars.

II. Executive Summary

Lunar Cars is a Stafford based company. Owned in partnership by Mr Brett Pennells and Mrs Lisa Pennells. Lunar Cars will provide complete bus services to facilitate the travel of passengers, groups and organisations in and around the Staffordshire area. The company's products and services show that we are an innovative, forward thinking company that recognises the need to move with ever-changing customer needs. At Lunar Cars, our philosophy is one that emphasises service, and a realisation that effective communication is a key component in our business. The company also realises that, in a competitive environment, flexibility and professionalism maintain that leading edge. All Lunar Cars vehicles will be clean, well maintained, and inspected regularly for safety and comfort. The company's strategy is to build reputation and market share by establishing our business offering as a viable bus services in the area. The company's long-term goal is be the top

rated ground transportation company in Staffordshire. The company is seeking around £8000 of investment. This funding will cover the purchase vehicles, marketing, insurance and an upgrade to our operator's licence.

III. Products and Services

Local service bus runs in and around the local villages – Hixon, Great Haywood, Little Haywood and Colwich.

IV. Operational Plan

Location

We will be working from home, we have dedicated office space already set up. We have wireless internet access and access to printing equipment. We have adequate space to park the minibus at my home address.

Legal Environment

We will require insurance and road tax for the vehicles, Public Liability insurance and contents insurance. Also an Operators licence will be required.

We currently hold a Special restricted licence enabling us to run the service using a registered private hire vehicle. As we wish to increase the size of the vehicle we will need to upgrade our licence to a standard national PSV licence.

Personnel

Currently 2 employees. Myself and my Wife, Lisa Pennells. Once the business is up and running will be looking to recruit experience drivers and to expand my office staff.

I have experience in the public transport industry and computer and telephone skills.

Recruitment for drivers will be via the local paper and Jobcentre Plus and Jobcentre Plus Website.

Initially I will be driving and my Wife will be answering calls and e-mails from customers.

To complement employees we will use agency staff if the occasion warrants it e.g. Staff sickness etc.

V. Management and Organization

Day-to-day management will be done by myself. Delegated to Lisa (my Wife) in my absence. I have experience of the public transport industry and have previous supervisory and management experience.

VI. Marketing

Marketing will be conducted through Facebook, flyers and local parish noticeboards

I have set a realistic budget for marketing and will modify it in accordance with demand and number of customers making bookings and sales.

Current marketing material includes – Brochures, postcards, banners and business flyers.

105/19 OUTSIDE ORGANISATIONS

AONB (Cllr Whitfield)

Colwich Allotments Association (Cllr Harris & Cllr Whitfield)

Colwich & Little Haywood Village Hall (Cllr Roberts)

Colwich Parochial Charities (Cllr Dunn & Cllr Fletcher)

Cllr Dunn and Cllr Fletcher met with representatives of the Parochial Charity on Saturday 8th June to be briefed on the work of the CPC. The next formal meeting is 9th November 2019 in the Parish Office.

Community Association (Cllr Rattray)

Great Haywood Memorial Hall (Cllr Bloor)

Rural Parishes Steering Group (Cllr Wells)

Trent Valley Collaboration Group (Cllr Billingsley)

Twinning (Cllr Bloor & Cllr Dunn)

Voluntary Transport Scheme (Cllr Fletcher)

Wildlife Trust (Cllr Whitfield)

111/19 RECYCLING BINS

The Council has been approached by Mr Barry Owen asking whether we would take on the clothes recycling bins. There are currently three clothes recycling bins located on Council property (2 at the JPF and 1 at the Parish Office). After a search of the Council files I can find no formal authority given to the recycling group for these bins from either a Full Council or an Environment (& Leisure) Committee meeting.

The history of this project is as follows:

7th January 2010

Cllrs Coates and Owen had been in discussions with a resident regarding a recycling scheme in the parish and it was suggested that this could fund a play scheme. A working group consisting of Cllrs Mrs Clendon, Coates and Owen to produce a business plan, terms of reference include agreement regarding income and expenditure to be brought back to Council for approval.

4th February 2010

Cllr Coates & Owen gave an update on item 12 – Clothes Recycling option in the Village, and stated that Cllrs Owen & Coates would drive the re-cycling vehicle, supplied by a local re-cycling company, with Cllr Clendon assisting in the collecting of the bags. The first collection to be a trial with money raised to go for a Play scheme at the Jubilee Playing Field in the Summer Holidays. Collection bags will be supplied by the Company and circular with bag, will hopefully be distributed with the Parish Newsletter. It was agreed by the Council to continue the Proposal.

Proposed Cllr Lee & Seconded Cllr Clendon

4th March 2010

It was noted that bags had been ordered and will be circulated with the newsletter and collected on 17th March 2010. It was noted that the scheme would receive 50p per kilo. Proceeds from the scheme would be used to fund a summer play scheme at the Jubilee Playing Fields. It was noted that The Haywoods Society had offered to pay for distribution.

It was **agreed** to transfer £100 from contingency fund into the recycling fund. Clerk to write to SPCA to verify legality of the scheme.

1st April 2010

This was very successful and well received by the local residents. Helpers were all thanked. It was **agreed** to place a notice of thanks on the notice boards and in the newsletter. The collection raised £500 towards a summer holiday club. It was noted that some houses had been missed as they did not receive newsletters, particularly Old Forge Flats and Uplands. Having two delivery dates may also have caused confusion. There is also the possibility of a donation towards a clothing bin for missed bags and in-between collections

Further to advice received from the SPCA it was noted that the Parish Council could not continue to run the scheme. It was **agreed** that a separate committee would be formed to

continue to run the scheme. (Note: I have approached SPCA for a copy of this advice and/or reasons behind it as I can see no reason as to why we cannot host such a scheme).

5th August 2010

Recycling Scheme – It was noted that the last collection had raised £604. Due to the success, Cllr B Owen proposed that he obtained a refurbished skip to donate to the Parish Council. This would replace the one on the car park at the Jubilee Playing Fields. This was seconded by Cllr K Edwards. It was **agreed** to replace the existing skip with one belonging to the council. It was noted that several flats and houses in Great Haywood had not received a bag or a newsletter so Cllr B Owen had obtained several quotes for delivery services. These were referred to the newsletter committee.

2nd September 2010

Recycling Scheme – The next collection is due in mid October and enquiries have been made regarding a skip for the Jubilees Playing Fields. Concern had been raised by a villager regarding the purpose of the collection.

4th November 2010

Recycling Scheme – approximately £600 had been received from the last collection. It was noted that bags had again been taken by someone else. Barry Owen had agreed to continue working on the recycling committee. Volunteers were required for assembling bags before delivery. The recycling scheme had been nominated for a Green Award and two attendees were required. It was **agreed** that John Coates and Barry Owen should attend. (Note: by this point Barry Owen had resigned from the Council)

I can find no details of the business plan and terms of reference, referred to in the 7th January 2010 minutes, within our files. Whilst the 1st April 2010 minutes note SPCA's view it is apparent that during this period the Scheme was being run, in all but name, as a Committee of the Council but under the sole control of those Councillors on the Committee with very little reporting back to the Full Council. When the Councillors left the Council they appear to have taken "their" scheme with them and used the funds received, which residents believed was a Council scheme, to fund their preferred projects.

On Tuesday 4th June 2019, Cllr Billingsley and the Clerk met with Barry Owen (Recycling Scheme) and Peter from Star (a Burton based recycling group who have taken over collections from European Recycling). Mr Owen stated that effective ownership of the 3 bins had been given to them from Darren at European Recycling which has now gone into administration. When asked by the Chairman whether they had written confirmation of this ownership he replied "No" and couldn't understand why this was important to the Council. The Chairman asked Mr Owen whether he had authority to speak on behalf of the Recycling Scheme to which he said "Yes" as the Chair of the voluntary group. When pushed by the Chairman to confirm whether they would hand over ownership to the Council, once they can prove they own the bins, he changed his mind and said he would need to consult with the other members of the group and get back to us within the next couple of weeks. The Chairman pointed out that the next meeting was scheduled for 13th June 2019.

Peter confirmed that he is willing to remove the current bins if necessary and replace them with Star bins.

I received the following email on 9th April:

“I am enquiring as to whether you would be open to the possibility of siting a **Salvation Army** Clothing recycling bank on your land? We often find such locations are ideal for our banks to promote recycling and both raising valuable funds for the charity and for the landowner.

There is absolutely no fee you would have to pay, in fact we would pay you 50% of the average mid-range Material Recycling World (MRW) price. Currently this is £240 per tonne but is subject to change. The Salvation Army retains the remaining amount to fund the fantastic work that they do in the community. As well as being known for help and support with the homeless, the Salvation Army help with substance and alcohol addiction, human trafficking and family tracing to name a but a few.

On confirmation, we will audit the site, deliver the bank on a HIAB vehicle, notifying you in advance, and place it according to the audit recommendations. Once the bank was in place, a regular collection schedule would be established, usually starting at once a week. Depending on the usage of the bank, this could be changed accordingly. We record all collections using a barcode reader and have a database that will give us the yield from the bank over time. Many organisations we work with ask for this information and if desired we can provide you with collection data at any time. We can also provide you with The Salvation Army textile bags to help promote the Clothing Bank.

Finally, all of our banks have our Helpline telephone number on them and this is the best number to contact us on should you wish to raise any concerns or require more regular collections.

I hope you find our proposal worthy of consideration and please feel free to contact me if you have any questions or require further information.

Kindest regards

Charlotte Lewis

Field Sales Representative
Salvation Army Trading Company Ltd”

SPCA advice 4th June 2019

“This would appear to be an activity involving a commercial relationship, the nature of which is not covered by any specific power available to a parish council to undertake in the same was as, for example, it might run a market (Food Act 1984 s.50), a theatre (LGA 1972 s.145) or a wide range of recreational activities (Local Government {Miscellaneous Provisions} Act 1976 s.19). I imagine that this was the reason given for the advice in 2010 to the effect that such an activity would not be legal.

Under GPC (General Power of Competence) it might be possible for the council to set up a community interest company to establish the appropriate contract with the recycling company.”

The Council cannot use the General Power of Competence as only 8 out of 14 Councillors have been elected whereas we would need a minimum of 10 being 2/3rds of the total number of Councillors in line with Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012 (SI 2012/965).

RECOMMENDATION

That the Council does not take on ownership of the bins and does not become involved in this commercial activity.

102/19 RISK ASSESSMENT

The previous Council was concerned that we do not appear to have undertaken a Risk Assessment of the JPF site for a number of years. On the advice of our Insurance Brokers we do undertake weekly visual inspections by the Lengthsmen and a formal Annual Inspection by a qualified Inspector.

In recent years these inspections, undertaken by John Hicks. MA (Oxon) RPII Annual Inspector - Registration number 1016A, were carried through within the requirements and advice of British Standard (BS) EN1176 2008 Parts 1-7 inclusive as well as BS EN 1177 now fully implemented but not retrospective in effect. Procedures adopted are those incorporated in *The Playground Inspection and Maintenance Manual* – John Hicks 2nd edition 2005. No formal risk assessment were made but Indications of risk, as highlighted, were based upon the information and advice incorporated in *Assessing Risk on Children’s Playgrounds* - Bob Cook & Peter Heseltine 3rd edition - RoSPA 2002.

The Council was not satisfied with these assurances and so asked me to begin the process of contracting for a formal in-depth Risk Assessment. I originally contacted RoSPA about the possibility of them undertaking a Risk Assessment of the JPF in January 2019. My email and their response were:

“Further to our telecom' I am unclear as to whether or when my Council would have undertaken a Risk Assessment for the play area it owns along with a toilet block and changing room. I do know that we have historically had an inspection of the play area undertaken by Mr John Hicks MA (Oxon) RPII Inspector Reference 1016A although he has not sent in his report from August 2018.

Would it be possible to provide me with a quote and/or guidance as to how we undertake a Risk Assessment? I would also be interested in a quote for RoSPA to undertake the annual inspection.”

RoSPA replied:

“The cost for a Full Risk Assessment will be £450.00 + VAT

The lead time is up to 4 weeks

If you wish to proceed please confirm acceptance of the cost and the following:

The full site name and address
An order number (if applicable)
The full invoice address
The invoice e-mail address
A contact name and number

The report and invoice will be emailed to you shortly after the inspection. Our payment terms are 30 days from date of invoice.”

I also contact Alan Dymond of Morral Play Services as below:

“I have been given your contact details by Vicki Buckley at Play and Leisure [who supplied the children’s play equipment at the JPF].

My Parish Council is looking for quotes to undertake a Risk Assessment of the Jubilee Playing Field in Little Haywood. We have a children's play park, MUGA, Skatepark, BMX track as well as a toilet/changing room block, open grass area (we hope to bring this back into a formal football pitch during 2019/20) and associated car parking on site. I can find details of annual inspections going back to the mid 1990s but not a formal risk assessment.

We are meeting next Thursday to discuss commissioning a full risk assessment for the site and would be grateful for a quote from you, if this is something you could help us with.

Going forward we would also be looking to commission a new Annual Inspector as our current Inspector has let us down.”

To which Alan replied:

“I have just picked this up as it went in my Spam File.

I suggest a full annual inspection plus a risk assessment included.

I attach one of my reports for your perusal to see if this is what you are looking for.

Any questions then give me a bell.”

I was then instructed to go back to the two organisations requesting that they provide a quote and estimated time to undertake the work based on the following provisions:

1. Introduction and Background

2. Identification of the various items of infrastructure/equipment/activities that are present at the site with photographs including an overhead image showing the locations of structures across the site e.g. car park; toilets/changing rooms; recycling centre; play equipment; benches etc.

3. Identification of the potential hazards that could reasonably be expected to be present e.g. vandalism; drug use paraphernalia; underground services.

4. Who might be harmed and how.

5. Existing mitigation e.g CCTV; PPE; drawings showing locations of underground services.

Following the above the Risk Assessment to be undertaken and recorded in tabular format recording the information gleaned in 2,3,4 &5 above and identifying any further mitigation to reduce the risk to a level that is as low as practicable (ALARP).

We feel your report follows this template but the RA lacks detail e.g. we would like to see the items of infrastructure/equipment etc. listed like the "Ancillary Items" a given a risk score prior to mitigation being identified with a second score recording the residual risk post application of the existing mitigating measures. Where "new" mitigation measures are

considered to be appropriate these should be identified and the further risk/benefit identified so they can be considered by the Council.

We would like the RA element to be in a separate annex and in a format allowing the Council to undertake an annual review and/or prior to any significant change/addition which might include the services of a competent person.

The Council owns a parcel of land on Coley Lane, Little Haywood which is laid out for allotments. The site is managed on our behalf by Colwich Allotment Association which has recently undertaken a first attempt at a RA. The Council has agreed with the Colwich Allotment Association to widen the scope of our RA at the Jubilee Playing Field to include this site. I attach their report as a starting point.

We would be looking for you to undertake a visit to both sites, meet with either Council or Allotment Association officials (as appropriate) before preparing a report for the JPF and suggestions for improving the Allotment report.

Alan Dymond responded on 23rd May

“I thought I had responded to this but your voicemail of yesterday has prompted me to check.

In my humble opinion the below seems a tad excessive for a Parish Council play area.

The report I sent you [Andrew Pirie Play Area report attached] is about the usual type of report you would receive – give or take a change of style/bits of information from most, if not all, RPII Annual Inspectors.

If the likes of Birmingham CC, Derby CC, Preston CC, amongst my own clients are happy with that level of information, I would suggest that it is more than adequate for a parish council play area.

The report has been used in various accident claims for major local authorities which have gone to court – touch wood I have yet to lose a case I have been involved in.

Allotments are not my area of expertise.

If you expressly want the level of information requested below, I would advise you seek a response from elsewhere.

This is not meant to be a negative response, I just don't think you need all of this.”

Emma Cheshire or RoSPA replied:

“Thank you for getting in touch.

David Yearley, Head of RoSPA Play Safety, can do this work assuming that you can provide information such as the drawings associated with underground services.

Please note we cannot undertake underground surveys and will only be able to identify above ground structures such as access covers and drain covers.

The total cost is £1170 plus VAT.”

RECOMMENDATION

That the Council recognises the expertise of Alan Dymond and accept his advice to undertake an Inspection incorporating a Risk Assessment in line with Birmingham CC, Derby CC and Preston CC, amongst others, as shown in the Andrew Pirie Play Area report.

Recommendations from Finance Committee meeting held on 30th May, 2019

4/19F

THE SMALL GRANTS PROGRAMME FOR FINANCIAL YEAR 2019-2020.

RESOLVED to recommend to Full Council the following:

- Budget for Small Grants programme confirmed as £3,800 for the year
- Programme for 2019/2020 to consist of two rounds
 - Round 1 to be open for applications from June 2019 to end of July 2019, with applications to be considered at the September 2019 meeting of the Full Council
 - Round 2 to be open for applications from September 2019 to end of December 2019, with applications to be considered for a second tranche at the February 2020 meeting of the Full Council
 - Applications will be considered for both tranches up to the annual budget limit.

(Budget available for full year = £3,800.)

5/19F

TRANSFER OF FUNDS FROM THE GENERAL RESERVE TO ALLOCATED RESERVES.

RESOLVED to recommend to the Full Council the following transfers to Earmarked Reserves:

Amount from General Reserves (£)	To Earmarked Reserves
7,500	Sports facilities at JPF Reserve
7,500	Roads, pavements and gullies Reserve
5,000	Surgery Path Reserve
1,500	Land conveyance Reserve

These amounts were identified by the council for these specific purposes when setting the budget for this year.

See attached sheet showing present and proposed reserve amounts.

**Summary of Reserve and Earmarked Funds
May 2019**

<i>Name of Reserve</i>	<i>Amount (£)</i>	<i>Notes</i>	<i>Propose (£)</i>	<i>Increase / Decrease</i>
General Reserves as at 30/05/2019	114,440	<i>This is for everyday expenditure.</i>	92,940	↓
Road Safety Reserve	1,000		1,000	
Biodiversity Enhancement Reserve	3,400		3,400	
Footpath Capital Reserve	6,000		6,000	
Changing Room Block Reserve	20,000		20,000	
Toilet Block Reserve	10,000		10,000	
Land conveyance reserve	0	<i>Proposed to move £1,500 from General Reserve</i>	1,500	↑
Surgery Path Reserve	38,300	<i>Proposed to move £5,000 from General Reserve</i>	43,300	↑
War Memorial Reserve	6,750		6,750	
Mill Lane Bridge Restr Reserve	5,000		5,000	
Mill Lane Hedge/Pavement Reserve	17,500		17,500	
Garden of Remembrance Reserve	10,000		10,000	
Parish Office Reserve	5,000		5,000	
Play Equip Repair/Replace	40,263		40,263	
Election Fund	10,800		10,800	
Sports facilities at JPF Reserve	0	<i>Proposed to move £7,500 to General Reserve</i>	7,500	↑
Roads, pavements and gullies Reserve	0	<i>Proposed to move £7,500 to General Reserve</i>	7,500	↑
	288,453		288,453	
<i>Subtotal Reserves</i>				
Earmarked Reserve Mem Gdn Fund	381	<i>Not the Council's funds</i>	381	
Earmarked Reserve - Allotment	800		800	

<i>Subtotal Earmarked funds</i>	1,181	1,181
Total Reserves and Earmarked Funds	289,634	289,634
<i>Figures taken as at 30th May 2019.</i>		

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