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FACILITIES COMMITTEE MEETING

MINUTES OF MEETING HELD:	20th May 2024, 7.30pm
VENUE:	Council Chambers, Suite 3, 4 The Limes

Present:	Cllrs	R Whittow-Williams (Chair)	C Russell	L Emmett	P Jeater
Also Present:		A Wood (Clerk and RFO) (attended online)	A Wright (Parish Caretaker)		
Absent	Cllr	R Lee (attended online)	M Marston	G Tullett	D Greenwood

FA24/038	To elect a Chair and Vice-Chair for this committee Cllr Whittow-Williams was elected as Chair and Cllr Lee was elected as Vice-Chair for this committee Proposed: Cllr Jeater, seconded: Cllr Russell, all agreed
FA24/039	Apologies for Absence – for noting but not approval Apologies were noted from Cllr Marston. Cllr Lee attended online and did not vote.
FA24/040	Announcements and Declarations of Interest There were no announcements or declarations of interest.
FA24/041	To approve the Minutes of the Facilities Committee held on the 15th April 2024 The minutes were approved as a correct record and were signed by Cllr Whittow-Williams.
FA24/042	Public participation session No members of the public were in attendance.
FA24/043	Matters Arising for Report (not for resolution) The Clerk reported that Circles Art Ed had refreshed the planting in the High Street planters and church border.
FA24/044	Caretaker's report Mr Wright reported that the skate part painting has been completed and graffiti removed. The skate park bin has been replaced. He also advised that the shelving for the Little Library (High Street phone box) has arrived, and he will install them shortly. Finally, Mr Wright reported that a third quote is being obtained for the car park resurfacing at Seymour Field.
FA24/045	To approve the replacement of the Clerk's computer The Clerk advised that her computer does not support Windows 11 and is slowly failing and requested that a replacement be approved in due course.

	<p>She presented a quote from LIS for £745+VAT for supply, setup and delivery. It was RESOLVED that the Clerk proceed and requested that the computer is donated.</p> <p>Proposed: Cllr Whittow-Williams, seconded: Cllr Emmett, all agreed</p>
FA24/046	<p>Seymour pavilion and field</p> <ol style="list-style-type: none"> Email from Stones Youth re offsetting summer use of the field - It was RESOLVED that the invoice for the summer hire of Seymour Field be offset by the hire of the alternative pitches due to the Seymour pitch renovation. Proposed: Cllr Jeater, seconded: Cllr Whittow-Williams, all agreed Update on the gym equipment for Seymour – the Clerk provided an update and timeline of planned works Update on the footpath to the gym equipment – the Clerk provided an update on the progress with Essex Highways. A quote was being obtained for this path and will be presented in due course. To agree the provision of more chairs at Seymour pavilion for the Dementia group – it was RESOLVED that 12 chairs with arms be obtained from the Galleywood Heritage Centre for a donation. The Clerk will progress. Proposed: Cllr Whittow-Williams, seconded: Cllr Jeater, all agreed
FA24/047	<p>Fairfield and Ingatestone churchyard update</p> <ul style="list-style-type: none"> The Clerk and Caretaker reported on the renovation work undertaken on the war memorial last week. The Clerk was asked to obtain quotes to repair the Calvary Cross at the end of Star Lane. This information would be brought to the next meeting. It was noted that whilst the parish council did not own the cross, that it was a local asset that needed protecting. Cllr Jeater asked if Fairfield was within the conservation area and was advised that it was not. IFCC have plans for renovating the pavilion and the committee welcomed being involved in the project in some format.
FA24/048	<p>Fryerning Cemetery and Fryerning</p> <ol style="list-style-type: none"> To confirm the terms of reference for the Natural Burial Working Group – The Clerk presented small amendments to the terms of reference, and these were approved and will be adopted Proposed: Cllr Whittow-Williams, seconded: Cllr Jeater, all agreed To discuss the renovation of the beds and borders at the cemetery – The Clerk advised that she is obtaining a quote from Circles Alt Ed for the above work and will present it to the committee at the next meeting.
FA24/049	<p>Items for inclusion in the next Agenda (not requiring resolution or action)</p> <ul style="list-style-type: none"> Repair work to the Calvary Cross at the end of Star Lane Beds and borders renovation at Fryerning Cemetery
FA24/050	<p>Close of meeting</p> <p>The Chair thanked the Cllrs for attending and closed the meeting at 8.19pm The next Facilities Committee meeting: 7.30pm, Monday 17th June 2024, Council Chambers, Suite 3, 4 The Limes</p>