



## **Meeting Papers**

**Paulton Parish Council**

**21<sup>st</sup> June 2022**

## Agenda item 8.



# Paulton Village Hall

Report for Council Meeting on 21 June 2022

## Bookings

Bookings continue to be steady for the Village Hall, with an average of two booking each weekend.

Acorn Pre-School closed in early April. A couple of enquiries have been received for weekday regular bookings and a baby group is hiring it on Wednesday mornings from mid-September.

In addition to the magazine advert, we will be looking to advertise the hall on a wider basis.

## Repairs

The damage caused by storm Eunice to the Village Hall roof was repaired. The Insurance company paid £1500 and the Village Hall the excess of £250.

There was a leak to the radiator in foyer and in the disabled toilet which have been fixed.

There was a loss of electricity in the hall for several hours in May. A new electricity panel is required and a quote for £1209.00 has been received for this. The work needs to be carried out imminently. Full details will be presented to the Trustees.

Other electrical work also needs attention in the hall – the outside light over the car park and the ceiling light in the cleaners' cupboard at the far end of the hall. A call has been placed with the electrician for the work to be completed.

Damp proofing is required in the chair store at the far end of the hall and three quotes have been obtained for this. Full details will be presented to the Trustees.

Internal and exterior areas in various places around the hall need re-painting, including the post damp course work, patches of ceiling where there has been water damage, the fascia surrounding the hall and the two sets of grey external doors. Quotes are currently being obtained for this.

The grey wooden surrounds of the apexes also need serious attention as there is evidence of rot setting in. A decision needs to be made as to whether to obtain a quote to repaint, which would require the added expense of scaffolding, or to obtain a quote for the wood to be replaced with a non-perishable product. Further details will be presented to the trustees once all the relevant information has been obtained.

## Finances

The Village Hall Administrator needs to be added as a signatory on the Village Hall bank account.

We are currently investigating the Village Hall bank account having an online banking facility.

The Current Account Balance at the end of May 2022 was £38,075.74. As previously reported, the increase in the balance is due to the Covid grants awarded. There are plans in the forthcoming year to use these funds to carry out much needed repairs.

## Agenda item 9.

### Jubilee Bench

<https://asaforcescharity.com/products/her-majesty-s-platinum-jubilee-bench>



£905.00

**The Queen's Platinum Jubilee Commemorative Bench.**

**ASA Forces Charity SC048597**

**THE BENCH:**

Long term value - In considering total cost, it is appropriate to consider material and production cost and the life cycle cost.

When total life cycle cost are considered, stainless steel is often the least expensive material option.

The cost saving benefit of the product having a long life expectancy.

- Rust & corrosion resistant - long lasting life.
  - Hard wearing, built to last.
  - High strength, stable base.
  - Eco friendly, our stainless-steel benches are 100% recyclable.
- The premium option for stainless steel

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#### Cost

4ft The Queen's Platinum Jubilee Commemorative Bench £900 - Delivery charge is added at checkout.

5ft The Queen's Platinum Jubilee Commemorative Bench £1,020.00 - Delivery charge is added at checkout.

Delivery time: Approx 8 weeks (Delivery charge is included in the price when you proceed to checkout).

ASA Forces Charity is based in Scotland

We support our Armed Forces, Veterans, families, communities and schools.

Registered Charity SC048597

## Agenda item 10.

### Defibrillator package quote

#### Situation

The 4 year contract for the defibrillator is due for renewal in September. The previous contract was held jointly between the Council and the swimming pool to take advantage of the lower cost for a second defibrillator. The swimming pool would again like to renew their contract with the Council.

In the 2022-2023 budget there was a provision made for an additional defibrillator within the village at a location to be decided.

#### Advice

Advice has been sought from South Western Ambulance Trust for a suitable location for an additional defibrillator. The following options have been recommended:

- Within the precinct area, perhaps the Co-op or the Hub
- Outside the Lamb Inn
- Methodist Church

#### Costs

1 x loaned defibrillator for a 4-year period	£1,800 + vat	For the loan of an external heated, unlocked cabinet, pads and batteries for the period, maintenance of the defib and an annual defibrillator awareness training session. If any of the defibrillator is lost, damaged or stolen it is the responsibility of the Southern Western Ambulance Trust to replace it. The cabinet would need to be installed by the Parish Council.
Each additional loaned defibrillator for a 4-year period	£1,000 + vat	As above.

If 3 defibrillators were purchased the average cost of each one would be £1266.66. The cost to the Council would be £633.33 per annum. £700 was included within the budget.

Please also note the defibrillators will now be placed in an unlocked cabinet.

#### The Council need to:

- Approve the renewal of the 4-year contract.
- Approve the purchase and location of an additional defibrillator.

## Agenda item 11.

### Annual Assembly resident's comments and suggestions

Please see below the comments and suggestions made by residents at the Annual Assembly on the 4<sup>th</sup> May. The Council need to review each suggestion and agree if further steps will be taken.

Suggestion	Any ongoing actions or considerations	Next steps
Consider dog free area in the open parks to enable children to play in a dog mess free area  Consider dog free area in the open parks to enable children to play in a dog mess free area		
Paulton Hill to Clandown needs resurfacing	Reported to BANES as does not fall within the remit of Paulton Parish council.  Can the Ward Councillors support with this?	
Make the BMX track bigger with bigger jumps  Build a Skate Park	A couple of local residents have met with the Clerk as they are looking at possible crowdfunding for a skatepark. They would like the PPC to allocate the space if they are able raise the monies. Advice has been given to support them and they have agreed to keep us up to date with progress.	
Have a Community Orchard with fruit  Have a fruit and veg garden  More fruit bushes and vegetables		
Wildflower meadows on green spaces		

Street lighting is needed by the "old" Newton Chapel	Reported to BANES as does not fall within the remit of Paulton Parish council  Can the Ward Councillors support with this?	
The chevrons on the triangle are no longer visible and need repainting	Reported to BANES as does not fall within the remit of Paulton Parish council	
The flashing school sign on the junction opposite Downsway is always flashing	Reported to BANES as does not fall within the remit of Paulton Parish council	
A new dog poo bin down the bottom of the new housing estate on the resurfaced footpaths	A review of the provision of Dog poo bins is scheduled for the Parks and Amenities Meeting 19 <sup>th</sup> July.	
Restart the book group at the Library, perhaps an afternoon each month	The library volunteers are now having regular get togethers and are are hoping to restart the book group.	



## **Agenda item 12.**

### **Council Office Opening Hours**

#### **BACKGROUND**

Currently the Council office is open to the public 5 days per week, 9.30 – 4.30 Monday – Thursday and 9.30-1 on a Friday.

Monday – Thursday there is always 2 officers scheduled to work in the office. On a Friday only 1 colleague is scheduled to work.

If the Friday working officer wishes to take holiday it is expected that a colleague changes their working pattern to try and accommodate this, however this is not always possible. During the months of June, July and August we have 4 Fridays with no cover. If there is no cover then the office is closed, a sign is placed on the door, Councillors are advised and an update is added to the website. Ad hoc closing and inconsistent hours does not present a good or professional service to our residents, however it is unavoidable at times.

In addition to the challenges above, there are concerns about lone working in the office as a normal practice. It has come to my attention that our current lone working policy predominantly focusses on the outside workers, if our outside workers have an accident or fall they are significantly more likely to be discovered. Additionally a lone worker in the office is potentially vulnerable to abusive members of the public.

#### **SUGGESTION / RECOMMENDATION**

Due to the challenges noted above I have researched neighbouring Councils to look at average opening hours with a view to amending ours. With the exception of Midsomer Norton Town Council, Paulton is open many more hours than all the others. Details are included at the end of this report.

I have spoken to several Councils to discuss this, many of the staff work longer hours, however the office is only open for part of the day to avoid interruptions as the workload comes from many other sources such as meetings, emails, general research and obtaining quotes etc. This would be difficult for our office as we are visible to the public from outside, therefore I would be reluctant for the office to be closed to the public for long periods of time if we were inside working.

Proposal:

- Close the office on a Friday
- Close the office at 4pm Monday – Thursday to enable any urgent end of day work to be completed without interruptions

If the above was accepted then the Friday officer's hours would be reallocated within Monday – Thursday. We could ensure we are consistent with our opening hours and can advertise them with confidence. The impact to the residents would be minimal as there is only an average of 1-2 visitors on a Friday, often there is none. All keys for Village Hall bookings are collected before the Friday.

Paulton Parish Council	Monday Tuesday Wednesday Thursday Friday	9.30 – 4.30 9.30 – 4.30 9.30 – 4.30 9.30 – 4.30 9.30 – 1  <b>Open 31 ½ hours</b>
Radstock Town Council	Monday Tuesday Wednesday Thursday Friday	Closed 9-4 10.30-5 9-4 Closed  <b>Open 20 ½ hours</b>
Westfield Parish Council	Monday Tuesday Wednesday Thursday Friday	9-4.30 9-2 9-4.30 9-2 Closed  <b>Open 25 hours</b>
Peasdown Parish Council	Monday Tuesday Wednesday Thursday Friday	9.45-11.15 2-5 9.15-12.15 10-1 9.15-11.15  <b>Open 12 ½ hours</b>
Midsomer Norton Town Council	Monday Tuesday Wednesday Thursday Friday	9.30-4.30 9.30-4.30 9.30-4.30 9.30-4.30 9.30-3.30  <b>Open 34 hours</b>
Timsbury Parish Council	Monday Tuesday Wednesday Thursday Friday	10-1 10-1 10-1 10-1 Closed  <b>Open 12 hours</b>
Whitchurch Village	Monday Tuesday Wednesday Thursday Friday	9.30–3.30 Closed 9.30–3.30 Closed 9.30–3.30  <b>Open 18 hours</b>
Clevedon Town Council	Monday Tuesday Wednesday Thursday Friday	10-2 10-2 10-2 10-2 10-2  <b>Open 20 hours</b>

Emersons Green Town Council	Monday	9-3
	Tuesday	9-3
	Wednesday	9-3
	Thursday	9-3
	Friday	9-3
		<b>Open 30 hours</b>