# Amenities Committee Meeting, 5 February 2018

## A15.18 Clerk’s Report

## The Parade

Two bollards were removed from outside Zap Café on 25 January and the slabs reinstated. The management agent stated that the costs to reposition them would be prohibitive so they have not been replaced. The number of flower baskets will be reduced accordingly.

The agent has been asked to provide an additional bike rack close to the Spar. The agent has indicated that should the Council wish to fund the bike rack and installation costs they would not object in principle, subject to finding a suitable location.

## Lawnmowers

A Weibang Virtue 53SSD Self-propelled mower has been purchased at a cost of £499.17 & VAT. This is a discounted rate from the advertised list price. It is recommended that a second mower of the same make and model be purchased for use at Longmeadow and our supplier has offered to sell a second mower at the same rate if ordered within 1 month. The alternative is to continue to use the Mountfield mower with a broken drive at Longmeadow as it is impractical to transport the new mower to and from Lythwood. Once the flower baskets are installed the water bowser will be fixed onto the trailer for most of the cutting season.

## Fire Risk Assessment

The assessment was carried out at all three sites on 15 January 2018 and the report is available. The assessor has indicated that fire protection and warning measures were generally adequate and compliant for the type and use of each building but identified a number of faulty emergency lights in the Pavilion. He also identified the need for a 5 year inspection of fixed electrical equipment, which is being arranged. He has recommended that all staff be trained in the use of fire extinguishers or instructed not to use them. His final report will be provided upon settlement of the invoice.

## Pavilion Changing Rooms

The Condition Survey has been carried out by Shropshire Council Property Services and we are waiting to receive their report. This will be forwarded to the grant awarding body upon receipt assuming nothing unexpected is revealed by the report. The grant body is waiting for this report so that it can process our grant application.

## Litter bins

Eight steel litter bins have been supplied by Broxap at a cost of £1,751.60. The bins are the same style as those installed on the Parade but are marked with the Parish Council logo to distinguish them as our own. We will purchase a supply of concrete paving slabs to fix them securely.

## Parking on the Common

Cllr Clarke has made enquiries and the quarry has agreed the Parish Council can collect some boulders free of charge. The insurance broker has confirmed that the Council would be covered against a claim for vehicle damage if anybody drives over the boulders, subject to deduction of the usual excess of £250 per claim.

## Defibrillator

Replacement pads have been obtained for the defibrillator and the ambulance service informed of the expiry date. Supplies of disposable accessories have been sourced and a small stock will be held in the Parish Office in case the unit is used again. New signs will also be purchased and placed in conspicuous locations around the village. The ambulance service has confirmed that it has the access code but only gives out the code if the unit is within 200m of the incident. It will however give the code if the caller asks for it and knows the location of the defibrillator, so it would be worthwhile advertising its location within the village more widely. The ambulance service will try to arrange further training in March or April and these sessions will be advertised in the Villager and on Facebook.

The following procedure is recommended in the event the defibrillator is used in the future:

* Contact details of trained personnel will be included in the case with the defibrillator.
* On receipt of a report that the defibrillator has been used the caller will be asked to return the unit to the cabinet as soon as possible or keep it safe for collection by the Parish Council.
* The officer or Councillor will arrange to inspect the defibrillator and check the battery. They will collect replacement pads and replace any used disposable accessories from the Parish Office as soon as practicable and by the next working day at the latest. If the battery requires replacement the Clerk should be informed and the ambulance service advised that the unit is unavailable until further notice.
* The Clerk will inform the ambulance service that the unit has been used and the expiry date of the replacement pads / battery.