

27th July 2022

General Purposes Committee Meeting
held on **27th July 2022** at **10.30am**
at **Stantonbury Parish Office, 126 Kingsfold, Bradville,**
For the purposes of transacting the business as set out below.

Minutes

Committee Members:	
Cllr Peter Kirkham	Cllr Edward Seaborne
Cllr Abid Anwar	Cllr Sandra Kennedy

AGENDA

	Welcome and Introduction to General Purposes Committee meeting.	
01/22	<p>Present:</p> <p>Committee Members: Cllr A Anwar (AA) Cllr S Kennedy (SK) Cllr P Kirkham (PK) Chair</p> <p>Staff Members: K Fane-Minute-Taker D Moore-Proper Officer</p> <p>Non-Committee Members: Cllr J Kite (JK) Cllr C Northwood (CN) Vice-Chair Cllr A Ronaldson (AR)</p> <p>Members of Public: Resident of Stantonbury</p>	
02/22	Apologies for Absence: None received.	
	Absent without Apology: Cllr E Seaborne (ES).	
03/22	Elect a Chair by show of hands: Voted by show of hands for PK to continue in role by 3 votes for.	
04/22	Declarations of Interest: None.	
05/22	Public Forum for members of the public to speak: Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the Chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g). Resident of Stantonbury queried update on commemorative bench. DM advised resident had been contacted for update and we are awaiting response.	
06/22	Minutes: To approve and sign the Minutes of the General Purposes Committee held on 12th May 2022 . Chair asked for comments. None. Agreed to approve and sign by 3 votes for.	DM/JH
07/22	Terms of Reference To discuss and adopt the Terms of Reference GPCTOR270722. – See backing papers. Chair asked for comments. None.	DM/JH

27th July 2022

Page 1 of 3

Signature:..... Date:.....

	Agreed to adopt by 3 votes for.	
08/22	<p>Dog waste provider. To discuss how to proceed with the current maintenance issues. Due to PR Supervisor's absence, DM advised Council the Rangers had been monitoring the bins due to concerns raised. JK queried frequency of bin collections. DM advised most weekly, some twice weekly. Resolution: Agreed to make enquiries with alternative providers.</p>	DO
09/22	<p>Building CCTV and Security: Update from Proper Officer. DM updated the RFO is currently looking into and hopes to have ready in time for the next meeting for a decision.</p>	DM/RFO
10/22	<p>IT Project: Update from Proper Officer. To date, 5 companies will be invited to see what we currently have. We will then arrange a meeting with the working group to produce a specification. DM advised the RFO wished her considerations noted regarding the server. JH given Admin lead on this project.</p>	DM/JH
11/22	<p>Electronic Devices: Council to consider the request received from the Parish Ranger Supervisor reference mobile phones and tablets – See backing papers. DM requested to speak on the PR Supervisor's behalf. Both Rangers want to stop using their tablets as too big/bulky to carry. Preferring to use a mobile (i-phone). DM advised Council the RFO wishes it noted there is no money in budget. Noted. Resolution:</p> <ul style="list-style-type: none"> • To source both android and smart phone costings and contracts for both. Agreed by 3 votes for. <p>Plus, if suitable replacements sourced:</p> <ul style="list-style-type: none"> • Pass DM Samsung mobile to JH (currently without mobile) for social media. Agreed. • Pass one of the Huawei phones to DM. Agreed. 	DM/RFO
12/22	<p>Mobile Phone: Depending on outcome of item number 11/22, Council to discuss whether they wish to purchase / change staff mobile phones. See above item 12/22.</p>	
13/22	<p>Parish Office Flagpole: Committee to discuss options reference the flagpole. DM advised quotation options had been sourced by KF and requested Council to consider below options presented. Following discussion, Chair asked for vote on each which were:</p>	DM/NC

	<p>a) To replace flagpole to match what we currently have 10m high at a cost of £2,202.01. 0 votes.</p> <p>b) To replace flagpole to match what we currently have at the Wylie Centre 6m high at a cost of £237.50. 3 votes for.</p> <p>c) To remove pole completely and not replace. 0 votes for.</p> <p>Resolution: Option b) by 3 votes for.</p>	
14/22	<p>Nissan Van: Committee to discuss maintenance work schedule requirements. Chair clarified office had received notification from Nissan following recent maintenance works, a recommendation to replace the cambelt. (Although mileage currently at 47,000). Chair asked committee to vote if agreed to replacement of cambelt.</p> <p>a) Committee to vote to replace the cambelt at a cost of £690.58. Agreed by 3 votes for.</p> <p>Resolution: Parish Ranger to arrange replacement works.</p>	DM/NC
15/22	<p>Policies: To discuss and vote to adopt the Code of Conduct for Councillors and Co-Opted Councillors COCSPC270722- See backing papers. DM advised wording supplied by MK Council. Chair asked if any comments. None.</p> <p>Resolution: Agreed to adopt by 3 votes for.</p>	DM/JH
16/22	<p>Neighbourhood plan update: Appoint 2 Councillors to review the Neighbourhood Plan. Following discussion, it was agreed the following 3 Councillors be appointed:</p> <ul style="list-style-type: none"> • Abid Anwar • Sandra Kennedy • Carol Northwood <p>DM clarified will also be working with ST. DM to request email sent by ST arranging first meeting.</p>	DM/ST
17/22	<p>Next General Purposes Committee Meeting is Wednesday 12th October 2022 at 11:30. SK pointed out to Council the later time of 11.30am (due to previous meeting). All noted time and date.</p>	

Meeting closed 11:20am

As promised, please find to follow costings for replacement dog waste bins as requested:

Supply 6 x JRB RED Hercules Dog waste bins with free standing posts @ current cost price of £174 (excluding carriage & VAT) plus VAT	£1044.00
Carriage charge (from supplier) plus VAT	£46.00
Installation charge inclusive of all materials and labour @ £60 per bin plus VAT	£360.00

Total £1450.00 plus VAT

Just one observation for consideration in regard to colour choices specifically SPC31 as all other bins in Oakridge Park are Green.

<https://jrbenterprises.com/product/hercules-dog-bin-green/> in **RED**

Bin Number	Estate	Location	Bin Size	Bin Condition	Comments
SPC37	Bradville	Play Park, Bradwell Road	25L	Good	Needs to be a larger bin
SPC31	Oakridge Park	Rear of Medical Centre	25L	Good	Needs to be a larger bin
SPC42	Stantonbury	Off V8 bus stop 5328 Railway Walk underpass	25L	Good	Needs to be a larger bin
SPC05	Stantonbury	Jacobs Close	35L	Damaged	Handle on lid broken
SPC09	Stantonbury	Cawarden, by Childrens play area	35L	Damaged	Rusting at the bottom
SPC11	Stantonbury	Opposite 15-24 Goring	35L	Damaged	Needs to be replaced as falling apart

Supplier	A	B	C
Venetian Blinds - Community Hub			
	A	B	C
Supply 11 blinds	X	X	X
Fit 11 Blinds	X	X	
Existing Approved Supplier			
Total Cost	£1,577.73	£1,065.40	£739.42
	Ex VAT	Ex VAT	

Quote Evaluation Matrix

Rating Matrix 1 (poor) - 10 (Excellent)	A	B	C
Lead time	8	8	10
Technical knowledge	4	9	0
Customer Service	7	9	6
Value for Money	7	9	10
TOTAL SCORE	26	35	26

These would need to be fitted at an extra cost

Supplier	A	B
COMMUNITY HUB CCTV		
	A	B
Supply and Install	£ 1,630.00	£ 1,895.00
Annual Maintenance	£ 120.00	£ 100.00
Existing Approved Supplier	NO	YES
Total cost:	£ 1,750.00	£ 1,995.00
	Ex VAT	Ex VAT
Quote Evaluation Matrix		
Rating Matrix 1 (poor) - 10 (Excellent)	A	B
Lead Time	8	8
Technical Knowledge	7	8
Customer Service	7	9
Value for Money	9	8
TOTAL SCORE	31	33