

**ENDERBY PARISH COUNCIL**

**Minutes of the Recreation & Amenities Committee held on Zoom 22<sup>nd</sup> July 2020  
by teleconference**

**Present: J. O'Sullivan, (Chairman),**

Councillors: Mrs. C. Adcock, Mrs. P. Beeson, Mrs. V. Ellis, R. F. Geisler, Ms. T. Green, W. Hetherington, N. Holt, J. Jones, P. McNeil, F. O'Rorke.

The Clerk, Ms. S. Hansford and Administrator Mrs. M. Skists, were also present.

**RA/14/20 Attendance & Apologies**

Apologies for absence were received from Councillors N. Grundy, R. W. Hunt, Mrs. J. Hall.

**RA/15/20 Minutes of the last meeting held on 27th May 2020**

**RESOLVED:** The Minutes of the last meeting held on the 27<sup>th</sup> May 2020 were approved and signed as a correct record.

**RA/16/20 Declarations of Interest by Members**

None.

**RA/17/20 To Receive and Approve Requests for Dispensations from Members on matters in which they have a Disclosable Pecuniary Interest**

None.

**RA/18/20 To Review Risk Management Measures in Place to support the Parish Council's Business Continuity and Risk Assessments in respect of the Parish Office/Community Facilities/Community Managed Library and Council Activities in light of Covid-19 Government Advice**

Enderby Community Library, the Civic Centre and St. Johns Community Centre are currently closed to the public as are the Children's Play Areas and Outdoor Gym. The Open Space areas remain open to the public.

Since the last meeting of the Recreation & Amenities Committee, the Council's staffing level has risen and to ensure that the Council remains compliant with the requirements of the Health & Safety Executive, Risk Assessments have been prepared and circulated to Members, as follows: -

- Business Continuity
- Covid-19 Cash Handling/Transport Risk Assessment
- Covid-19 Risk Office/Reception/Visitor Risk Assessment
- Covid-19 St. Johns Community Centre Risk Assessment
- Covid-19 Enderby Community Library Risk Assessment
- Children's Play Area Equipment
- Outdoor Gym.

The Government guidance on managing playgrounds and outdoor gyms clearly states that Risk Assessments are to be completed in advance of Children's Play Areas and Outdoor Gyms being re-opened.

The District Council has taken a 'light-touch' approach. However, the Risk Assessments prepared follow the Government's Guidance more closely. The District Council has used the 'Play Area Guideline Poster' circulated and this has been adapted on behalf of Enderby Parish Council by the District Council. The District Council also provided a copy of its Risk Assessment should the Parish Council wish to adopt a similar 'light-touch' approach.

**RESOLVED:** That the Clerk's Risk Assessment Summary and Risk Assessment documents for the following areas be received and noted: -

- Business Continuity
- Covid-19 Cash Handling/Transport Risk Assessment
- Covid-19 Risk Office/Reception/Visitor Risk Assessment
- Covid-19 St. Johns Community Centre Risk Assessment
- Covid-19 Enderby Community Library Risk Assessment

- Children's Play Area Equipment
- Outdoor Gym.

### **Play Area/Outdoor Gym Signage**

Members were in receipt of a 'Play Area Guideline Poster' which will be displayed at each Play Area/Outdoor Gym. Additional signage will be displayed in each area, as follows: -

- Please wait here
- Please walk this side
- Please allow others space when entering or exiting
- Please give way as required.

**RESOLVED:** That the Children's Play Areas and Outdoor Gym be reopened as soon as practicable with proposed signage installed as applicable.

### **Covid-19 Secure in 2020**

Government Guidance for the safe use of multi-purpose community facilities stipulates that Risk Assessments are required to be completed for each facility. These have been completed.

Hirers also have responsibility to provide a Risk Assessment to the Council in advance of group activities. Presently live performances are not permitted.

There are a high percentage of hirers who meet in groups at the Centres. Many of these groups have ceased activities for the duration of the summer holidays. However, groups of up to 30, subject to capacity are permitted. There exist limitations regarding room sizes and it will not be possible for the building to support larger groups of individuals meeting indoors. Restrictions will apply to the numbers of people meeting and to ensure social distancing compliance each group activity will need to be risk assessed.

Frequent hand-washing continues to be promoted at all of the Council's Centres and the 'Staying Covid-19 Secure in 2020' notices will be posted at all of the Council's facilities as these re-open.

The Council therefore needs to decide whether it will reopen its premises and take adequate steps to ensure multiple exit and entry points are available, with staggered arrival and departure times operational with additional queue management where necessary. This will mean that hirers will in turn need to be flexible regarding hire times and cleaning regimes between hirers will need to be increased.

**RESOLVED:** That the Council's Community Facilities remain closed with the aim of re-opening St. Johns Community Centre and Enderby Civic Centre 1<sup>st</sup> September 2020.

### **Hand Sanitiser Dispensers**

Since the last Recreation & Amenities Committee meeting hand sanitiser and refillable dispensers have been put in place for use by staff/visitors/public at the entrances to Community Centre buildings. These are battery operated and reduce the need for visitors to push or press a lever.

### **Library - Sneeze Screen**

Quotations for a custom made screen to be fitted at the Library Customer Service Desk have also been sought. Initial approaches were delayed as there were reports of low stocks of Perspex due to larger companies bulk-buying for point of sale purposes.

An initial quotation of £426.38 + VAT has been received. This would be for a screen measuring 2m length x 1100mm height with 2no. wing ends at 670mm. This would encapsulate the Customer Service computers.

**RESOLVED:** That a custom made Sneeze Screen for the Customer Service Desk at Enderby Community Library made of 5mm acrylic measuring 2m long x 1100mm tall with 2no, end wings measuring 670mm long be purchased at the total cost of £426.38 + VAT (including installation) by Sign Here.

### **Cash Handling**

There is minimal cash handling at present. Contactless payment systems are being explored but these may have charges levied for each transaction under £5 and a line rental would be payable.

This would allow contactless payments up to £45 (as at 1<sup>st</sup> April 2020). Further information on the Barclays 'Pingit' system will be provided as this becomes available.

Hirers will continue to be encouraged to pay by direct bank payments to the Council's Account.

**RA/19/20 To Review Installation of Larger Capacity Dog Bin at Clarence Road Recreational Ground in light of Service Charges Applicable and Consider Blaby District Council's Agreement to Reinstate Former Dog Bin to its Original Position**

The District Council reinstated the Dog Bin at Clarence Road Recreational Ground 3<sup>rd</sup> July 2020.

**RESOLVED:** That this item be noted.

**RA/20/20 To Confirm Replacement Internal Fire Door Scheduled for Installation at St. Johns Community Centre**

Stanley Security will install the Internal Fire Door at St. Johns Community Centre 24<sup>th</sup> July 2020.

**RESOLVED:** That this item be noted.

**RA/21/20 To Consider Purchase of Replacement Glow Worm 38 Xi Heat Exchanger versus Purchase of New Boiler to Control the Central Heating/Hot Water at the Civic Centre**

On the 6<sup>th</sup> July 2020 Matrix Heating completed the Annual Gas Safety Inspections at the Council's facilities. There are two separate boilers at the Civic Centre. The Glow Worm Model 38 CXi is a Combi Boiler which controls the heating for the Civic Centre's Lobby, Kitchen, Parish Office and Council Chamber. This also controls the hot water system.

The Alpha Model CD50 S controls the convection heaters in the Large and Small Halls and no further maintenance is required.

On inspection the fault identified with the Glow Worm 38 CXi Combi-boiler relates to the heat exchanger. This needs replacing or alternatively a new boiler and flue installed. It is imperative that the correct flue is fitted with each new boiler installation and so the cost to replace the boiler will also include the requirement to install the correct certificated flue. This could be quite costly with an initial estimated cost of £3,000.

The replacement heat exchanger has a retail cost of £813 + VAT + labour charges (approximately 4 hours). However, the engineer would be willing to install a replacement heat exchanger at cost [£512.48 + VAT] + labour for installation. Alternatively a replacement boiler should be sourced.

**RESOLVED:** That a Glow Worm 38 CXi heat exchanger be purchased at the cost [£512.48 + VAT] + labour for installation by Matrix Heating.

**RA/22/20 To Consider Enderby Cricket Club's Request for Maintenance of Blaby Road/Bantlam Lane Hedges**

A request has been received for maintenance of the Cricket Field hedges. Responsibility for this falls to the Parish Council under the terms of its Lease with the Club. It is usual for the District Council to cut the hedge and for this to be completed outside of the Bird Nesting Season and a quotation of £286.56 + VAT was acquired. Funds amounting to £400 were budgeted.

It is therefore proposed that the District Council be asked to complete a cut of the Cricket Field hedges at Bantlam Lane/Kirk Lane after the Nesting Season ends.

**RESOLVED:** That Blaby District Council complete the hedge trimming at Bantlam Lane/Blaby Road after the bird nesting season at the cost of £286.56 + VAT.

**RA/23/20 To Receive Updates (If Any): -**

**a) Cemetery Land Acquisition**

Evidence in the form of invoices/receipts or similar that £60,000.00 has been paid to the landowner for the purchase of the Cemetery land, along with evidence of the land transfer i.e. land transfer documents is required to be submitted to the District Council prior to the release of S.106. funds amounting to £23,286.06.

The transfer has been made to the Council's Solicitor in readiness for the land transfer at this stage and the Council's Solicitor will provide a further update in due course.

**RESOLVED:** That this item be noted.

**RA/24/20 To Receive Correspondence (Items Received after Issue of Agenda are For Information Only)**

None.

**MEETING CLOSED: 7:48 PM**

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**CHAIRMAN**  
**23<sup>rd</sup> September 2020**