

**STURMINSTER NEWTON TOWN COUNCIL**  
**MINUTES OF THE AMENITIES COMMITTEE MEETING**

held on Thursday 14<sup>th</sup> January 2021 on ZOOM US at 7.15 pm

Present:

Councillor N Dobson

Councillor C Fraser (ex officio)

Councillor M Jones (Chairman)

Councillor H Lacey (ex officio)

Councillor H Reed

Councillor G Rose

Councillor R Taylor

Absent: Cllrs Janes

In attendance: Councillor A Donaldson , Mr Vic Fox (Open Spaces Group), Mrs M Derricott (Acting Town Clerk), Mr Adam Dodson (Grounds Manager), Mrs L Plumridge (Assistant Town Clerk)

Minute No.	COMMENTS	RESOLUTION for each item the proposer is named first followed by the seconder
<b>AM/26/21</b>	<b>PUBLIC SESSION</b> No members of the public were present.	
<b>AM/27/21</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Cllr Janes. The apologies were accepted by the members present.	
<b>AM/28/21</b>	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b> No interests were declared and no written requests for dispensation had been received.	
<b>AM/29/21</b>	<b>MINUTES OF THE PREVIOUS MEETING</b> The minutes of the Amenities Committee meeting held on 24 <sup>th</sup> September 2020, having been circulated and publicised prior to the meeting, were taken as read and approved for signature by the Chairman as a true and correct record.	Cllr Lacey Cllr Rose
<b>AM/30/21</b>	<b>QUARTERLY SUMMARY OF INCOME &amp; EXPENDITURE TO 31.12.20</b> The quarterly summary of income and expenditure to 31.12.20 was noted and attached on pages 5 and 6 of these minutes.	
<b>AM/31/21</b>	<b>OPEN SPACES GROUP</b> Co-opted member Vic Fox had not submitted a report as there is very little being done in lockdown. He advised he had been in contact with the Countryside Rangers over dead elm trees and a problem with hedging at Riverside Meadows.	
<b>AM/32/21</b>	<b>TRAILWAY PROJECT PROGRESS REPORT</b> Cllr Jones advised no progress to report but hoped to kick-start the project this year. He asked if the Town Clerk could provide details of all funding that has been secured for the project as he wasn't sure if it had all been drawn down.	<b>ACTION</b> <b>TOWN CLERK</b>
<b>AM/33/21</b>	<b>BALLOON AND SKY LANTERN POLICY REVIEW</b> Deferred until the next Amenities Committee.	
<b>AM/34/21</b>	<b>ADVERTS ON COUNCIL LAND POLICY REVIEW</b> Deferred until the next Amenities Committee.	



**AM/35/21 PURCHASE OF A REPLACEMENT SWEEPER**

The Town Council purchased a walk behind Brava 600 street sweeper in 2009. This machine has been well used and was very efficient, but now requires replacement due to uneconomical repairs being needed.

Several different machines were researched including second hand but it became apparent that the machine we have is the most suitable and that a replacement to an updated version of the current the best for this Council's requirements.

The Grounds Manager recommended the Council to purchase the Euromec Brava 800, the current RRP is £3,500 plus VAT which is roughly what we paid 11 years ago. There are current special offers available, Euromec have offered the Council the new updated model at a discounted price of £1,995 + VAT. This is a considerable saving.

**The Committee Recommended approval for the purchase of a replacement sweeper at a cost of £1995 plus VAT.**

Cllr Reed  
Cllr Lacey

**AM/36/21 GROUNDS MANAGER'S REPORT**

Ground Staff and Town Orderly working arrangements:

Due to the current lockdown restrictions put in place by the Government, the staff had reverted back to working in bubbles as in March.

This conforms to the Covid-19 Risk assessment the Council had in place.

The Grounds staff are working in pairs on alternate days and the Town Orderly continues on his own which prevents contact outside of those bubbles. Pairs will stay the same throughout the lockdown. If this was not in place and one member of staff provided a positive Covid test, then all members of staff would need to isolate for 10-14 days, leaving the Town Council without a workforce. It also protects the public and the staff's families.

This is being monitored/ reviewed weekly and there will be a need to alter the working patterns to accommodate grass cutting and priority works in the near future.

Priority works being carried out at present

- Public toilets in Station Rd Cleaned at least twice daily
- Bins emptied and cleaned
- Litter picking
- Town Centre sweeping
- Regular washing of Play Facilities
- Snow & Ice gritting schedules
- Project works
- Maintenance work
- Bench refurbishment

Council vehicles and equipment are being sanitised after use.

Outdoor Sports

Due to the lockdown measures, all outside fitness equipment has been closed. The Grounds staff have also removed the goal posts at Ricketts Lane as there had been large groups turning up and playing matches prior to the lockdown which goes against the Government guidelines. There was an incident over Christmas where someone cut out several large pieces of turf to put in the goal mouths. This was due to continuous playing in wet weather which we do ask groups not to do. The holes left have now been filled by the people responsible as there was a concern for public safety. The holes were deep and could have caused injury to a member of public. Children's playground remains open.



#### Refurbishment works

The majority of Town benches have now been refurbished. One of the benches has been severely damaged on Bath Rd by a car accident. Cllr Donaldson asked about the damage to the bench, the Grounds Manager reported that most of damage to the wooden slats, which is not too difficult, but time consuming.

#### Public Toilets

Works to Station Rd Toilets are now complete. Staff had replaced the floor in one toilet and installed the new toilet pan and associated plumbing.

All toilet cisterns had been replaced as parts were becoming difficult to source and it was more economical to replace the complete cistern and flush components as one unit.

New doors are operational. These doors have self-closers fitted which prevent the doors being left open and allowing rain water in. They have a different locking system which has a keyless entry facility in the case of emergency.

The Mill toilets are awaiting the installation of new hand basins and dryer to replace the electronic hand units which have been condemned. This will be completed as soon as possible.

Ricketts Lane Public Toilet – A new disabled alarm cord had been installed due to the other being vandalised.

The automatic wash station will need replacement in the near future, but recommend the Council waits until a decision has been made in regards to the Scout hut plans.

#### Fly-tipping

There had been a significant increase in fly-tipping and litter in the last few months. The bin at Rolls Mill layby is often a hotspot. Last week Grounds staff removed 12 bags of waste.

There were 4 bags of litter collected from the footpaths behind Filbridge Rise and Butts Pond Nature reserve.

#### Finger Posts

The black finger posts around the town will be removed (once we can undo them) so Newton Forge can sand blast and powder coat them. Grounds Staff will then paint the lettering before reinstalling them. The cast Bin in Railway Gardens had been removed for the same treatment and will go back once refurbished.

Cllr Reed enquired about the Broad Oak noticeboard. The Grounds Manager advised they had several to attend to including Broad Oak, Filbridge Rise and Bagber.

### **AM/37/21 CORRESPONDENCE**

The Mill – The Town Clerk advised an emergency grant for The Mill had been awarded for £28,987 and associated paperwork needs to be completed.

**The Committee RECOMMEND approval that Kate Squire should be the authorised signatory on the paperwork**

Cllr Jones noted his concern that the scope of work was quite stringent and a huge commitment.

Cllr Fraser  
Cllr Lacey



Northfields

The Town Clerk advised there were legal fees involved with work required with the covenant at Northfields and it was agreed these should be discussed at the next Finance & Personnel meeting.

Cllr Jones and Dobson asked the Town Clerk to forward them the letter from the Solicitors.

**ACTION  
TOWN CLERK**

**AM/38/21 INFORMATION FROM MEMBERS**

*Cllr Rose* – outlined the William Williams project for the Scout project. He pointed out that the lease, which the Town Council hold, should be changed to reflect the joint project with the Youth Club. This needs to be checked and put to the next full Town Council meeting.

*Cllr Donaldson* – asked Cllr Fraser when the meeting to discuss the response to Dorset Climate Strategy would be, mindful that the response needs to be submitted by the 20th January.

*Vic Fox* – Asked if anything could be done to the footpath between the hedges in the lane from Colber Bridge to Stalbridge Lane – it is in a terrible state, wet and boggy. The Grounds Manger said he would contact the Rangers.

**ACTION  
TOWN CLERK**

Meeting closed at 8.04pm

Approved on .....

Chair's Signature .....



## Summary Income &amp; Expenditure by Budget Heading 31/12/20

Month No: 9

## Amenities Committee Report to 31/12/20

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<b>Amenities &amp; Services</b>									
200	Grounds Staff Payroll	Expenditure	8,948	88,069	126,593	38,524	38,524	69.6%	
210	Workshop Premises	Expenditure	31	624	3,759	3,135	3,135	16.6%	
	plus Transfer from EMR		0	0					
	Movement to/(from) Gen Reserve		(31)	(624)					
220	Grounds Operations	Expenditure	872	9,280	21,196	11,916	11,916	43.8%	
	plus Transfer from EMR		0	1,667					
	Movement to/(from) Gen Reserve		(872)	(7,613)					
230	Sports Pavillion & Facilities	Income	0	305	4,000	3,695		7.6%	
	Expenditure		0	1,516	3,129	1,613	1,613	48.4%	
	Movement to/(from) Gen Reserve		0	(1,211)					
240	Town Clock	Expenditure	0	55	576	521	521	9.6%	
260	Play Facilities	Expenditure	0	1,355	14,135	12,780	12,780	9.6%	
	plus Transfer from EMR		0	0					
	Movement to/(from) Gen Reserve		0	(1,355)					
280	Gardens & Ornamental	Expenditure	6	462	2,277	1,815	1,815	20.3%	
300	Car Parks	Income	0	0	970	970		0.0%	
	Expenditure		0	(520)	1,164	1,684	1,684	(44.7%)	
	Movement to/(from) Gen Reserve		0	520					
320	Public Toilets	Expenditure	4,402	9,024	10,843	1,819	1,819	83.2%	
	plus Transfer from EMR		0	0					
	Movement to/(from) Gen Reserve		(4,402)	(9,024)					
340	Allotments	Income	0	0	71	71		0.0%	
	Expenditure		0	15	55	40	40	27.3%	
	Movement to/(from) Gen Reserve		0	(15)					
360	Cemetery	Income	435	2,670	4,500	1,830		59.3%	
	Expenditure		172	1,700	2,012	312	312	84.5%	
	Movement to/(from) Gen Reserve		263	970					
380	Sturminster Mill	Income	0	0	625	625		0.0%	
	Expenditure		25	347	3,697	3,350	3,350	9.4%	
	Movement to/(from) Gen Reserve		(25)	(347)					
400	Footway Lighting	Expenditure	106	775	2,153	1,378	110	1,268	41.1%
420	Town Centre	Expenditure	2,102	2,610	2,274	(336)	(336)	114.8%	
440	Open Spaces	Income	0	15,000	0	(15,000)		0.0%	
	Expenditure		0	140	6,914	6,774	6,774	2.0%	
	Net Income over Expenditure		0	14,860	(6,914)	(21,774)			
	Movement to/(from) Gen Reserve		(15,000)	(140)					
480	Rights of Way	Expenditure	0	0	1,360	1,360	1,360	0.0%	

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## Amenities Committee Report to 31/12/20

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
500 Traffic Management	Expenditure	0	775	543	(232)		(232)	142.7%
540 Agency Agreements	Income	0	9,200	15,200	6,000			60.5%
	Amenities & Services Income	<u>435</u>	<u>27,175</u>	<u>25,366</u>	<u>(1,809)</u>			<u>107.1%</u>
	Expenditure	<u>16,664</u>	<u>116,225</u>	<u>202,680</u>	<u>86,455</u>	<u>110</u>	<u>86,345</u>	<u>57.4%</u>
	Net Income over Expenditure	<u>(16,229)</u>	<u>(89,050)</u>					
	plus Transfer from EMR	0	1,667					
	less Transfer to EMR	15,000	15,000					
	Movement to/(from) Gen Reserve	<u>(31,229)</u>	<u>(102,384)</u>					

	Grand Totals:- Income	435	27,175	25,366	(1,809)			107.1%
	Expenditure	16,664	116,225	202,680	86,455	110	86,345	57.4%
	Net Income over Expenditure	<u>(16,229)</u>	<u>(89,050)</u>	<u>(177,314)</u>	<u>(88,264)</u>			
	plus Transfer from EMR	0	1,667					
	less Transfer to EMR	15,000	15,000					
	Movement to/(from) Gen Reserve	<u>(31,229)</u>	<u>(102,384)</u>					