

NEW PLAYSTOOL PUBLIC CONVENIENCE COMMITTEE

MINUTES OF MEETING 8TH APRIL 2024

1. Apologies for absence: There were none.

In attendance: Cllr Sims, Cllr Bolas, Cllr Butlin, Cllr Tumber, Nigel Sands and Teresa Millum (Clerk)

2. Declarations of Pecuniary and Non-Pecuniary Interests.

There were none.

3. To approve for signature the minutes of the previous meeting.

The minutes of the meeting on 4th March 2024, were agreed and duly signed by the chair.

4. To review completed and outstanding actions from the previous minutes.

- DDA compliance with the toilet door is still required (see item below).
- The CCTV item was not recommended to the full Council at their March meeting.

5. Finance.

- a) To review the budget and spending to date (Appx 1)

The actual income and expenditure to date were reviewed and agreed.

The Clerk has emailed the COF Project Manager to enquire when the grant funding will be received.

6. Business items

- a) To review the project timeline along with any amendments to be made.

It was noted that there is not a specific item on the timeline for gathering utility quotes, so it was proposed that a 'housekeeping' item be added to the timeline. The requirement would be discussed at the Committee's June meeting, and there would then be a 4-week window to gather quotes from July. Quotes would then be expected to go to the full council to consider in August in readiness for engagement when the new toilet has been installed.

The above proposal was agreed upon, and the new 'housekeeping' item was added to the timeline.

- b) To review the COF 3 monthly monitoring survey last completed in March, to discuss how this will be next completed.

This was completed by the Clerk for March and reviewed by the Committee.

It was agreed that the next 3 monthly survey would be brought to the Committee meeting to complete.

- c) To note that further to previously minuted item 4d, the Clerk did need to seek further advice on the completion of the COF Grant Funding Agreement as there was uncertainty regarding the details of the Minimal Financial Assistance section.

Clarification was sought from a NALC Financial Advisor, from this box 1 stating that the Parish Council has not received any Exempt Subsidy, which was ticked and returned.

- d) CCTV

- i. To note that due to new information coming to light regarding CCTV, the previously minuted item 5d, was not recommended to the full Council at their March meeting.

Other CCTV suppliers were found to offer a similar service which may also meet the Parish Council's requirements. To ensure that the Financial Regulations are followed the Clerk has investigated

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opportunities from several other CCTV companies, of which not all were able to meet the requirements, which include 24/7 monitoring.

- ii. To review quotes for CCTV.

The 3 quotes received for CCTV installation and ongoing monitoring were reviewed in line with requirements for consideration by the Full Council at their meeting on 18th April 24.

It was agreed to recommend quote 1 as the most favourable to the Full Council at their next meeting on 18th April 24.

- 6. Building pre-construction: including utilities, specification updates, and on-site issues.
 - a. Update on the DDA compliance of the toilet door.
 - DDA should be referred to as the Equalities Act.
 - The company that eventually provides the new toilet facility will need to provide a full Equality Act specification.
- 7. New and emerging risks to be added to the project risk assessment.
 - It was noted that the COF funds are not included in the Parish Council's budget as at the time the budget was agreed, it was not known if the 2nd COF application attempt would be successful.
 - If there is an election later in the year, there may be a change of policies, and the toilet expenditure would need to be tied in if not spent at that point – add as medium risk.
- 8. New project items for consideration and agreement.
 - a. To consider and agree on who will complete the toilet specification for the Tender, and when the Tender should be added to Contract Finder.
 - Once planning permission has been granted the new toilet facility can go out for tender. It is anticipated that there will be a 10-week lead time for the unit.
 - As soon as planning permission has been granted, the final choices for the interior and exterior can be agreed upon.
 - Once planning permission is granted there will need to be a drain survey carried out before the toilet tender.
 - The existing toilet is to be left on site until the new facility is up and running.

The next meeting will be on Thursday 9th May at 10:30 at the Pavilion.

The meeting ended at 11:15

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Appx 1

NEW PLAYSTOOL TOILET INCOME & EXPENDITURE TO DATE

	Income		From		Expenditure	Payee	Description	Totals	
Jul-23	£10,575.00	£10,575.00	Match funding from S106	Mar-24	£ 230.00	The Eco Gardener	Site shrub clearance		£ 17,345.00
Jan-24	£ 7,000.00	£17,575.00	SBC COI grant	Mar-24	£ 337.50	JNC Architecture	25% stage 1 deposit		£ 17,007.50
				Apr-24	£ 1,012.50	JNC Architecture	Stage 1 balance		£ 15,995.00
Total income £17,575.00				Total Expenditure £ 1,580.00				Balance	£ 15,995.00