

**Minutes of the FACILITIES COMMITTEE**

held on

**Monday 16<sup>th</sup> September 2024**

**at 7.00pm**

**at The Pump Rooms, Off Teme Street, Tenbury Wells, Worcs, WR15 8BA.**

**PRESENT:** Cllrs R. Connolly, L. Davies, M. Davies, D. Ingram, F. Knight, D. Patrick, R. Perrin and R. Young

**IN ATTENDANCE:** The Town Clerk, the Assistant to the Town Clerk and Cllr. A. Gould.

**FC24.32 APOLOGIES FOR ABSENCE**

Members received apologies for absence from Cllr. E. Bunting due to a planned holiday.

**FC24.33 DECLARATIONS OF INTEREST**

A declaration of interest was made by Cllr. F. Knight under the Code of Conduct pursuant to the Localism Act 2011 in respect of item **FC24.37 The Regal – CCTV** on the agenda due to being a volunteer at The Regal.

**FC24.34 DISPENSATIONS**

No requests for dispensation had been received.

**FC24.35 PUBLIC PARTICIPATION**

None

**FC24.36 MINUTES**

Members discussed the minutes of the previous Facilities Committee meeting.

It was proposed by Cllr. R. Young seconded by Cllr. R. Connolly and

**RESOLVED: (7 For, 1 Abstention)**

**The minutes of the Facilities Committee meeting held on 15<sup>th</sup> July 2024 were agreed as a true and accurate account of the meeting and duly signed by the Chair.**

**FC24.37 THE REGAL – CCTV**

Members considered a request from The Regal (Tenbury) Trust Ltd to install internal CCTV, subject to approval from the Conservation Officer.

A representative from The Regal stated that the theatre was looking to install three internal CCTV cameras on the main entrance, the box office and The Studio entrance. The main reason for the cameras was due to the safeguarding of the children who participate in the theatre activities. The recording unit would be in a



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locked cupboard with no monitoring screen, with data only being accessed in the event of an incident.

The Town Clerk stated that the theatre would require a CCTV policy and will need to register the details with the Information Commissioners Office.

The Town Clerk will contact the Conservation Office regarding works to the building.

A Member stated that in light of a recent fatal incident, in another part of the country, the installation of cameras was a positive move to protect children.

It was proposed by Cllr. D. Ingram seconded by Cllr. R. Perrin and unanimously

### **RESOLVED:**

**To agree the request from The Regal (Tenbury) Trust Ltd to install three internal CCTV cameras.**

## **FC24.38 REPORTS FROM LEAD MEMBERS FOR THE COUNCIL FACILITIES**

Members received reports from Lead Members on the following areas: -

- (i) **The Burgage – Cllr. D. Ingram** – Cllr. Ingram stated that the Burgage was in good condition, however the fence has been damaged and requires repairing.
- (ii) **Cemetery, Street Lighting & Public Domain (including street furniture, planters) - Cllr. M. Davies** – Cllr. Davies stated that the cemetery was looking tidy, however the hedge outside is overgrown. The path by the brook, facing The Pump Rooms, is still covered in mud, and the planter by Mount Orchard has two advertising boards to the sides. The Town Clerk to report the path and check with Highways regarding the signs. The Town Clerk stated that a contractor had been contacted to cut the cemetery hedge.
- (iii) **Pavilion and Civic Garden – Cllr. D. Ingram** – Cllr. Ingram stated that the Pavilion and Civic Garden were in good condition, however there are small holes appearing in the bowling green, possibly caused by a squirrel.
- (iv) **Palmers Meadow & Skate Park – Cllr. R. Connolly** – Cllr. Connolly stated Palmers Meadow was in excellent condition. A makeshift mountain bike track has been fashioned in the tree/bank area to the back of the storage containers. The football storage containers are still in need of painting and three of the wall plaques at the back of the swimming pool have now fallen off. No problems at the skate park. The Town Clerk to contact Tenbury Community Pool regarding the artwork.
- (v) **The Pump Rooms – Cllr. R. Young** – Cllr. Young raised the topic of a town tour and stated that The Pump Rooms should be available to visitors with its historic relevance to the town. It was noted that The Pump Rooms



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are currently open to visitors if the room is vacant and there is an available member of staff to show visitors round.

- (vi) **The Regal – Cllr. R. Perrin** – Cllr. Perrin stated that he had attended the interviews for a new chair of The Regal Trust. No decision has been made yet.
- (vii) **Events & Community Support – Cllr. R. Young** – The next town event is the Applefest on 5<sup>th</sup> October. Cllr. Young also highlighted the programme of entertainment available at The Regal.

### FC24.39 LEGIONELLA

- (i) Members noted the Legionella Risk Assessment and considered the recommendations therein.

The Town Clerk was requested to check with the football club whether the showers in the changing rooms were still in use. The Town Clerk was also requested to obtain quotations to remove the hot water tank and replace with electric showers.

The Town Clerk stated that refresher training has been requested from Blue Fish Water Management Ltd.

It was proposed by Cllr. D. Ingram seconded by Cllr. R. Perrin and unanimously

#### **RESOLVED:**

**To undertake the recommended maintenance of the hot water tank.**

- (ii) Members reviewed the Legionella Policy.

It was proposed by Cllr. L. Davies seconded by Cllr. R. Connolly and unanimously

#### **RESOLVED:**

**The Legionella Policy to be reviewed and updated by an appropriate legionella advisor.**

### FC24.40 FIRE RISK ASSESSMENTS

- (i) Members noted the recommendations in the Fire Risk Assessments. The Town Clerk stated that refresher training had been requested in conjunction with The Regal.

It was noted that The Regal (Trust) Ltd would be arranging a Fire Risk Assessment for The Regal with Fire and Risk Management Services Ltd., who undertook the assessments for the Town Council.



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It was proposed by Cllr. M. Davies seconded by Cllr. R. Perrin and unanimously

### **RESOLVED:**

**To note and accept the recommendations in the Fire Risk Assessments.**

- (ii) Members reviewed the Fire Emergency Evacuation Plan.

It was proposed by Cllr. R. Connolly seconded by Cllr. D. Ingram and unanimously

### **RESOLVED:**

**To approve the Fire Emergency Evacuation Plan.**

### **FC24.41 REVENUE BUDGET 2024/2025**

- (i) Members discussed the fees and charges for 2025/2026.

The Town Clerk was requested to obtain cemetery fees and charges for the surrounding authorities the church graveyard for comparison.

The item was deferred to the next meeting.

- (ii) Members reviewed the Committee's budgets and considered any recommendations for the 2025/2026 Budget.

Members agreed a sufficient budget should be included to update the IT equipment.

It was proposed by Cllr. D. Ingram seconded by Cllr. F. Knight and unanimously

### **RESOLVED:**

**The Town Clerk was requested to review the current budget and present her recommendations.**

### **FC24.42 MAINTENANCE**

Members noted the schedule of checks and maintenance works undertaken on the Council's facilities.

### **FC24.43 PLANTER**

Members noted the Planter Licence issued by Worcestershire County Council for the relocation of a planter to Bromyard Road.



**FC24.44 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA**

Fees and Charges

**FC24.45 DATE OF NEXT MEETING**

18<sup>th</sup> November 2024 at 7:00pm

Meeting Closed at 8:12pm.

Signed .....

Dated .....

