

South Willlesborough and Newtown Community Council

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**Minutes of the Additional Council Meeting held on
Tuesday 25th June 2024**

June 25th 2024 Minutes

The Chair opened the meeting at 7pm

In attendance Cllr Sue Mullan Chair (SM) Cllr David Mullan (DM) Cllr Steve Campkin (SC) Cllr Andy Hodges (AH) Cllr Malcolm Webb (MW)

Also, in attendance Sarah Evans Community Council Manager (SE CCM)

179/24 Record attendance and list apologies for absence

Apologies were received from Cllr Paul Bohill and approved.

180/24 To Agree Minutes of the Additional Council meeting of 3rd June 2024 and sign (attached).

It was Proposed DM and Seconded AH that the Minutes were a true record of the Meeting and the Chair signs them.

181/24 To review the budget performance to date, bank reconciliation, reserves and recommended bank transfers and agree actions.

Resolved:- Proposed DM and Seconded MW and Agreed unanimously A) To accept the budget performance to date with the Ear Marked Reserves anticipated to be required this financial year included in the overall budget total, to the setting up of a Cost Centre for the Community Gardener as at present this is not a staff member but a contractor, to the updated total of the Key Deposits for Allotments Reserve, to note the receipt of the S106 funding for the critical installation of the fencing and the application of spending on the Ear Marked Reserves 1) Staffing for the SWAN Office Assistant and 2) Ward Grant Reserve for Community Defibrillator. B) Following a review of fund from end of 23 24 to hold £28469 in a General Fund to support Council Duties including Health and Safety and Council Projects over 24 25. C) To transfer £5000 from the Council Savings Account to the Main Current Account, To transfer £500 from the Council Savings Account to the Expense Current Account.

182/24 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.

Resolved:- Proposed DM and Seconded MW and Agreed Unanimously to Agree the payments listing, new beneficiaries SWAN Centre, Kingsnorth Electrical Ltd, Additional invoices - PEAC for Copier Lease Hire £101.99, and additional invoice Ashford Web Services £40.00. To the further reimbursement of £5 to SECCM for postage of newsletters. To the cancellation of payment Beacon Safety Items Clerk Exp £155.40 Agreed Council Minute 175/24 and to accept updated invoice and reimbursement in payments listing below.

55	CCM Salary Clerk RFO	SWANCC	X	2,086.31		2,086.31
56	Litter Picker Salary	SWANCC	X	312.33		312.33
54	NEST Pension	SWANCC	X	210.91		210.91
53	HMRC Cumbernauld	SWANCC	X	496.27		496.27
52	Office Print Costs	ASL	S	390.64	78.13	468.77
58 Clerk Reimbursement	Stamps	Royal Mail	X	20.40		20.40
60	Waste Removal	Envisage Groundcare Ltd	S	275.00	55.00	330.00
59	Legionnaires Risk Assessment	Worknest	S	360.00	72.00	432.00
57	Admin Assist SH	SWANCC	X	863.20		863.20
61 Clerk Reimbursement	First Aid Training	st johns ambulance	S	185.00	37.00	222.00
62	Grant SWAN Centre Defib	SWANCC	X	825.00		825.00
63	PAT Testing	Kingsnorth Electrical Ltd	S	76.44	15.29	91.73
65	Bank Charges	Unity Trust Bank	X	3.00		3.00
66	Agilico Telecoms and Broadband	Agilico	S	30.27	6.05	36.32
67	Defib Maintenance	Hopkins+	S	415.80	83.16	498.96
69	Water Allotments	Waterplus	X	42.92		42.92
68	Critical Fencing Allotments	Four Seasons Fencing	S	2,716.14	543.23	3,259.37
70	Mowing and Strimming for D DAY Beacon	S Heathfield Gardening Services	X	340.00		340.00
49Clerk Reimbursement	Beacon Safety	Speedy Asset services	S	£196.10	39.22	235.42
Total				9,845.73	929.08	10,774.81

183/24 To review the Multipay facility limits and agree

Resolved:- Agreed unanimously to maintain Multipay Facility limits at current level.

184/24 To review signatories following Councillor resignation and agree

Resolved:- Agreed unanimously following the resignation of Cllr Thilagarajan to remove the Signatory and to add SC as Signatory.

Action SE to action forms with Unity and circulate to Councillors.

185/24 To agree the VAT Return April – June 2024

Resolved:- Agreed unanimously to the submission of the VAT return for April -June 2024.

186/24/24 To consider a grant request for Beams and agree

Resolved Proposed SC and Seconded AH and Agreed Unanimously to the grant of £500 for We are Beams Cygnet Parenting Programme for SWAN Families.

187/24 To review quotations for the Living Bus Stop and agree

Resolved:- Agreed unanimously to also investigate purpose-built planters by Steel Fabricators for comparison.

188/24 To receive the WorkNest Health and Safety Report for June 2024

Resolved :- Proposed AH and Seconded DM and Agreed unanimously 1) To note the completion of the installation of fencing and to accept the quotation from Envisage Groundcare Limited for the removal of waste. 2) To note the completion of the Legionnaires Risk Assessment and PAT Testing at the SWAN Office and the Scheduling of First Aid training for 11th July 2024 3) To a) accept the draft Code of Conduct and Contractor Questionnaire to meet Work nest Contractors Objectives for Health and Safety to should be completed with a full quotations included and brought to Council for approval b) to then ensure all contractors the Council uses complete these documents and use the response to generate an approved list of contractors. 4) To accept the quotation from Work Nest for Training of All Members in Health and Safety Responsibilities and ask Work Nest to provide this within the programme of Council Meetings at a cost of £885.00 + VAT.

189/25 To consider a report of the Community Council Manager on Legionnaires Risk Assessment and agree

Resolved:-

- 1) To ensure there are no dead legs in the pipe work – to contact Ashford Borough Council to confirm in writing that the water is cut off to the former allotment site has been cut off.**
- 2) To remove the current water tanks / receptacles and accept the quotation from Envisage Groundcare to complete this.**
- 3) To draft a letter to all tenants to explain the reasoning and also give clear advice on the managing of stored water in water butts to reduce any risk of Legionnaires. For review at the July Meeting of the Council.**
- 4) To ensure the new water butt on the site is shaded, insulated and ensure supplying pipework is fitted with a filter to prevent any debris and is emptied and cleaned on an annual basis.**
- 5) To weatherproof the pipes and the purchase of insulation as below to be fitted and maintained with a monthly inspection.**

Screwfix 12	Pipe insulation £1.19 each X	14.28
		47.94
	Winter tap insulation £7.99 X	62.22
	6	£47.94
		To be agreed payment by Council Debit Card

- 6) To the upgrade of taps on main site far tap and small site near bib tap to include built in backflow protection.**

Screwfix	Tap with check value £8.96 each x 2	To be agreed payment by Council Debit Card.
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- 7) To keep the water turned on at all times through the year to ensure regular flushing through the system on a weekly basis during the winter months.**
- 8) To ensure the water is tested on a monthly basis for temp control and ensure a log book with accurate records is created and maintained with links to a) the Council Health and Safety Policy and Legionnaires awareness training of staff.**
- 9) To purchase water temp probe from GES Water at a cost of £24.99 and use Council Debit Card as required.**

10) To accept the advice from the WorkNest H&S Consultant that the provided Health and Safety policy meets the requirements for Legionnaires and Legionella Management.

11) To ensure a copy of the Legionnaires Risk Assessment including the schematic diagram is kept with the Health and Safety Policy and clearly identified with the Water Log records.

12) To ensure all staff undertake Legionella Awareness Training by end of July 2024.

190/24 To consider a draft risk assessment for Lone Working for the Community Council Manager and agree

Resolved:- Proposed DM and Seconded MW and agreed unanimously to accept the risk assessment for Lone Working for the Community Council Manager subject to updating night working to late evenings.

191/24 To consider a draft risk assessment for driving by employees of the Council and agree

Resolved:- Proposed AH and Seconded MW to accept the risk assessment for driving by employees

192/24 To consider a draft risk assessment for plant watering and agree

Resolved:- Proposed SC and Seconded MW risk assessment for plant watering subject to updating that all operators complete manual handling training and wear HI Vis.

193/24 To consider an extension to the SWAN Office Assistant and agree

Resolved:- Proposed SM and Seconded AH and Agreed unanimously to extend the SWAN Office Assistant for up to 6 weeks.

There being no further business to discuss the Chair closed the meeting at 8:06pm

Signed Chair _____ Date _____