



Minutes of the Facilities & Services Committee Meeting Monday 21 July 2025

FS 1 / 25 Attendance and apologies.

Attendance: Cllr Coxon (Chair); Cllr Curtis and Cllr Pike

Present: Natalie Hayes (Clerk)

FS 2 / 25 Public Adjournment

To resolve to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following items by reason of the confidential nature (detail of staffing arrangements) of the business to be transacted.

RESOLVED: To exclude members of the public.

FS 3 / 25 Scheme of Delegation terms of reference

The committee discussed the terms of reference and raised the following points:

TO NOTE: Invite extended to lead members for cemetery and allotments to attend the meeting in October to provide an update and support the budget setting process for next year and review the charges.

To provide an update on the contractors used for emptying the bins within the Parish. The clerk will provide a comprehensive list of contractors and any leases that are in place.

The cycling and walking group are to provide an update to the next Committee meeting in October.

The Clerk is to establish the agreed service levels for contractors and report back to the committee for clarification.

Officers to share document for equipment inspections, to form part of the health and safety documentation.

It was noted that the documentation was being collated by the Clerk, and this would take some time.

FS 4 / 25 Priority Setting

RESOLVED: that the Committee agreed to prioritise the tree survey required within the Parish. Further priorities would be discussed at the October Committee meeting.

FS 5 / 25 Approval of works at the Flat at Broomhall Recreation ground.

RESOLVED: to approve the works required at the flat for the roof and windows.

Roof – quote 1 was approved

Windows – quote 2 was approved.

TO NOTE: to establish the responsibilities for monitoring and reporting issues with the flat

Officers are in the process of collating and updating the asset register. An updated version would be shared with the committee.

FS 6 / 25 Approval for Health and Safety Tree works survey

APPROVED: that contractor number 2 would be appointed to carry out the health and safety tree survey

TO NOTE: a Woodland management plan is required for the Woodlands at Broomhall, which would include a map of the trees as well as to confirm the boundary between land that is owned by the Parish Council and St Johns College, Cambridge. (There are trees that have recently been burned that could be a risk and are on land thought to be owned by St Johns)

Cllr Pike asked for confirmation to be provided that all the red/amber works that were part of the QTRA tree inspection from 2022 had been carried out and relevant documents shared.

FS 7 / 25 Pavillion toilets and Community Room maintenance

RESOLVED: to agree to requesting quotes for refurbishment of the toilets using a clear scope of works.

TO NOTE: it was noted that the Clerk was in the process of managing an insurance claim for a leak in the community room and she would keep the committee updated.

FS 8 / 25 Outdoor Cinema Events Saturday 13 September

TO NOTE: Cllr Curtis provided an update to the committee. It was agreed that the Events Working Group needed to agree a policy before committing to future events.

FS 9 / 25 Playground Inspection

TO NOTE: the yearly playground inspection was received by the committee.

FS 10 / 25 Playground Works

the committee received the paper regarding areas of the playground that require some works and updating, relevant to the regular and annual inspection report carried out.

RESOLUTION: the committee agreed that a paper with full details and costs would be brought back to the October meeting for agreement and taken to the November Full Council for approval. The costs would be funded from the Playground EMR.

FS 11 / 25 Notice Boards

RESOLUTION: the committee agreed to a paper being presented at the October Committee meeting, for approval at Full Council in November.

FS 12 / 25 Information Sharing

TO NOTE: Cllr Curtis spoke about ideas for future cinema events and offering refreshments/licensing. Further ideas for discussion were deferred to the October Committee meeting.

The meeting started at 4.01pm

The meeting closed at 5.51pm

Signed as a true record of the meeting:

Signed: _____

Dated: _____