

Marchwood Parish Council

Marchwood Village Hall
Village Centre
Marchwood
SO40 4SF

Telephone: 023 8086 0273
Facsimile: 023 8086 5225
Email: marchwoodparish@btconnect.com



20th June 2017

To: Members of the Policy & Resources Committee, remainder of Council for information.

Dear Councillor

A meeting of the Policy & Resources Committee will be held in the Pine Room, Marchwood Village Hall, on Monday 26th June 2017 at 7.30pm, you are summoned to attend.

Yours sincerely

Clerk to the Council

1. **Apologies for absence**
2. **Public participation** - may speak for up to three minutes.
3. **Declarations of Interest**
4. **Chairman's report** – Report A
5. **Minutes:** To confirm the minutes of the meeting held on 24th April and 15th May 2017.
6. **Update on investments**
7. **Health & Safety Policy and training** – report B
8. **Purchase of a hand lawnmower** – report C
9. **Purchase of an handheld electronic device for carrying out playground inspections** – report D
10. **Thank you letter from Victim Care Service for grant received.**

Members of the public are welcome to attend meetings of the Parish Council. Copies of items referred to in the agenda are available from the Parish Council office on request.

Chairman's report

Resolutions from the last meeting:

- Cheque for £100 was raised and posted to Victim Support as approved.
- Greenwood IT was contacted and the improvements to the IT systems have been completed. The network and storage of data is now safer and faster.
- The Tractor and flail have been ordered and are due to be delivered in July. Training will then be organised and completed on how to use the equipment.

Health & Safety Policy and training

On 23rd May the Clerk, Deputy Clerk, AMF Supervisor and the Vice Chairman Cllr Young met with GAR Training Services to review the Councils current H&S policy and procedures.

The Councils current policy is over 6 years out of date as it should be reviewed and signed off every year. This was last done in May 2011. However, the policy was still relevant at most points and even over the top in some places. It was also pointed out that a 'competent person' should write the H& S policy. The overall responsibility for H&S is the Parish Council as a corporate body.

The meeting also identified the training that needed to be completed by staff to make the Council compliant and the staff competent.

After the meeting the Clerk received feedback from GAR Training which identified the current requirements of the Council and the cost for fulfilling them. This information was circulated by email to the Chairman, Vice Chairman, Chair of Amenities and Chair of P&R saying that the Clerk was going to implement this recommendation's with immediate effect and that it would be reported back to this meeting.

The recommendations were as follows:

To re-write policy's they charge £400 +vat .

They needed to return to gather information from the Clerk and AMF Supervisor for the policy and the cost for that was £150 + vat. They did not charge for the meeting on the 23rd May as they only gave information on what was needed.

Concerning the risk assessment they can fill the gaps of what we are missing and they can quote for that once they see what we have. They usually charge £25 per risk assessment but they expect we already have most.

Training requirements

All to GAR Training certification including card and certificate valid for 5 years.

They charge £190 per person but cap it at £390 when max candidates are put on a course and training is on customer's site.

Strimmer/Brush cutter:

Max candidate: 3

Venue: supplied by Marchwood council

Cost: £390+ vat

Agricultural Tractor:

Max candidate: 4

Venue: supplied by Marchwood council

Cost: £390+ vat

Chainsaw crosscut and Maintenance:

Max candidate: 3

Venue: supplied by Marchwood council

Cost: £390+ vat

Online Working Safely course:

Venue: Online

Cost: £65 per person + vat

Display Screen Equipment Assessors course

Venue: Online

Cost: £35 per person + vat

Due to positive feedback from the Chairman, Vice Chairman and the Chair of Amenities the following courses were booked and have now been completed.

Course	Completed by	notes
Strimmer/Brush cutter	Tony, Dave, Ryan and Rob	
Chainsaw crosscut and Maintenance	Tony, Ryan and Rob	
Online Working Safely course	Melanie	Colette and Tony still to complete. This course assesses the persons H&S knowledge and leads them to be a competent person.
Display Screen Equipment Assessors course		Melanie and Colette still to complete. Once completed this will allow them to risk assess other DSE users.
Abrasive Wheels	Tony, Dave and Ryan	Only valid for 3 years
Manual handling	Tony, Dave, Ryan and Rob	

The Agricultural Tractor training will be completed as soon as we receive our new tractor and flail.

Officers have looked at other training providers and can confirm that GAR Training were the best value. For example Chainsaw crosscut and Maintenance with another provider was £310 + vat per person. While tractor training is £890 + vat for 4 candidates.

This training will exceed the staff training budget but it is proposed to take the overspend from the Staffing reserve.

Purchase of hand lawnmower

Officers have recently purchased a new self propelled hand lawnmower as the old one had broken.

A quote was sought to repair the engine on the old mower and this came through at £250.

A quote for a new mower was obtained from Holbury Tool Hire and they gave a price of £665.83 exc. Vat.

Officers with the approval of the Chairman and Chair of Amenities purchased a new mower on line from World of Power for £280 inc. vat. Officers made the payment using the Council's debit card.

Purchase of a handheld electronic device for carrying out playground inspections

At present the playground inspections are carried out by the AMF Supervisor. These inspections are carried out on most Friday mornings by visiting each play area and carrying out a visual inspection. The AMF Supervisor then attends the Parish office and fills in a form for each play area making notes of any defects or concerns.

These forms are then stored in a folder. At the end of each calendar year the forms are scanned and saved on the shared drive. These forms need to be kept for at least 25 years, it has been said that this may need to be increased to 40 years in case of an insurance claim in the future.

Due to the amount of paper involved and the ongoing cost of this it is recommended to change to a handheld electronic device that could be taken on site during the inspections and filled in as the inspection is undertaken. Photos of any concerns could be taken at the same time to support the report. These reports and photos could then be download straight to the shared drive in the office. This will save both time and paper.

Having looked at different tablets online it is recommended that we try a Bush 8 MyTablet Windows 32GB from Argos at a cost of £49.99. This tablet has the following specification:

Display:

- 8 inch screen.
- Resolution 1280 x 800 pixels.
- IPS technology.
- Multi-touch screen.
- LED backlit display.
- Support for simultaneous display of multiple languages.

Specifications:

- 1.33GHz Intel atom 3735f (baytrail) quad core processor.
- 1GB RAM.
- Internal storage capacity 32GB.
- Rear facing camera 2MP.
- Windows 10 operating system.

General features:

- Built-in speaker.
- Webcam.
- Wi-Fi enabled.
- Bluetooth - enabling you to easily and wirelessly connect with other Bluetooth enabled devices.
- 3.5mm stereo headphone jack.
- Microphone.

- microSDHC memory card slot.
- Micro USB.
- 1280x800 high definition ips screen.
- 32gb internal memory and micro SD slot expandible to 32gb.
- 2mp rear camera and vga front camera.

Additional information:

- Up to 4 hours battery life (depending on usage).
- 10mm thin.
- Size H12.2, W20.7cm.
- Weight 345g.
- Manufacturer's 2 year guarantee.
- EAN: 690590031210.

The advantage of this tablet is that it runs Windows 10 which will allow the AMF Supervisor to use his current templates, fill them in on the tablet and then either download or email to the shared network. Photos will be able to be transferred in the same way.

This tablet could also be used for any other site inspections or visits that the ground staff or officers undertake rather than writing notes down and using phones for taking pictures.



RECEIVED
- 5 MAY 2017

BY:

Mrs Wathen
Clerk to Marchwood Parish Council
Marchwood Village Hall, Village Centre
Southampton
Hants SO40 4SX

Address for correspondence
Victim Support
21a Hursley Road
Chandlers Ford
Hampshire SO53 2FS

03 May 2017

Dear Mrs Wathen

I write to thank your members for your cheque for £100.00 towards our services.

The donation is a most welcome contribution enabling us to provide help to victims of crime and their families in their local community. Your support of our organisation is very much appreciated.

Without the support of Councils such as yourselves we would not be able to provide the level of support that victims of crime in your area deserve.

Yours sincerely

Lisa Jones
Service Delivery Assistant
Switchboard: 023 8024 0600
Email: hiow.areaoffice@victimsupport.org.uk