

**MINUTES OF THE WOODHALL SPA PARISH COUNCIL FACILITIES COMMITTEE MEETING
HELD ON Thursday 9th December AT 6.30PM**

Present

Councillors: J Needham, M Williams, G Withington, R Shaw

In attendance

Joann Greer, Parish Clerk

FA/1/12/21 Comments from the Chair

The Chairman made no comments.

FA/2/12/21 Apologies for absence with reason given

No apologies

FA/3/12/21 Declaration of Members' interests in accordance with the Localism Act 2011

(Disclosure by all members present of disclosable pecuniary interests in matters on the agenda that have not already been declared on their Declarations of Interests form or put in writing to the Monitoring Officer at East Lindsey District Council)

No declarations were made

FA/4/12/21 To consider requests from members for a dispensation on any items on the agenda

(In accordance with the Localism Act 2011 the Parish Council has the authority to grant any members present a dispensation on their disclosable pecuniary interest so that they may take place in the debate and vote)

No dispensation requests were made

FA/5/12/21 To approve the notes of the Facilities Committee Meeting held on 21st October 2021 as being a true record of the meeting

It was proposed, seconded, and resolved to approve the minutes.

FA/6/12/21 To consider a slight change to the way minutes are recorded. To include a section to record what action the committee has decided is to be taken, the responsible person and the timescale by which the action should happen.

It was agreed that all draft NOTES in the future would mirror the Full Council Notes and feature the action agreed upon to be taken, the responsible person/s and the timescale for completion.

FA/7/12/21 Review WSPC Project table in full and specifically:

7a) Project 2. Bus Shelter: It was proposed Councillor Needham proceed with negotiations with The Inn.

7b) Project 3 and 22 Village Benches order update/ contractors/volunteers needed to site them.

7c) Project 4 Traffic flow Councillor Needham and Moscrop have met with Highways. A team has been allocated to sort out the traffic flow. Consultation is needed-usual parties and public. Timeframe for consultation between 6-10 weeks. The hope is that the survey will be completed by March 2022.

7d) Project 5. ELDC Asset transfer update-no update to date.

7e) Project 9 Gritter- agreed to dispose of said item.

7f) Council website contractor update- Nick Bennet has been appointed as the contractor for updating the website.

7g) Village planting contract update-no applicants (see project report).

7h) Kirkby Lane cemetery maintenance update-see project report

7i) Update on wildflower verge-seed mix arrived. Contractor acknowledged scarifying and seeding to be done by end of year weather depending.

FA/8/12/21 To consider the Parish Council assets register and set up a working group to oversee/review it, check status, condition, insurance and storage.

Councillor Shaw volunteered to check the assets register and insurance of items.

FA/9/12/21 To review and update the Flag Flying policy to include Armistice Day Flag (and any important national/regional/local events)

Councillor Truss agreed to review this policy. Temporary flag poles were approximately £800.

FA10/12/21 To consider forming a working group to update all council policies starting with the Volunteer, IT and social media and Communication policies for approval and adoption at the Facilities Committee meeting.

Councillors Bollard, Needham and Withington volunteered to take on this task. It was agreed that other Councillors should be emailed to see if they wanted to be involved.

FA11/12/21 To consider a list of potential Future Village Projects for information only at this point.

A list of projects was available to Councillors to view and consider within the meeting to frame future discussion.

FA12/12/21 To confirm the date of the next Facilities Committee meeting

The next meeting is Tuesday 8th February 2022 at 6.30 p.m.