

Freckleton Parish Council

Minutes of the Fabrics Committee Meeting held on Monday 26th October 2015

Present: Councillor C Robb (Chair)

Councillors, St J Greenhough, Mrs. J Cartmell and Mrs. S Delany.

1) To accept Apologies for absence.

Councillors P Walton and K McKay (away on business).

It was resolved to accept the reasons for absence.

2) To record the Declaration of interest from members in any item to be discussed.

All councillors, as Landlords, declared an interest in all of the Buildings.

3) To inspect the interiors of the Council owned properties.

Note all tenants were invited to be present when we carried out the internal inspections

The Scout hut, band room, Storeroom and part of the Rawstorne Centre were inspected. The Guide hut Rawstorne and Score box did not send representatives so it was not possible to fully inspect them.

The following were noted:-

Scout hut –

The electrical sockets need reviewing and possibly all the building needs re-wiring.

The storage of inflammable gas containers needs to be reviewed.

The kitchen is in need of re-furbishing

The Scouts indicated that there was funds available to help towards the costs of this work but financial assistance may be required).

Band room –

Fire exit signs required for both doors.

Council Storeroom -

There are no smoke alarms in either building.

The lights need replacing and the electrical wiring reviewing.

There is a large quantity of water piping (originally used on the roundabout) that is no longer required. Should it be thrown out?

Rawstorne Centre –

No representatives were present; access was gained via the Clerks key.

Unable to inspect the bar area and the cooling area, the changing rooms, referees room.

Fire exit sign required over Kitchen door

There was a calor gas cylinder stored in the Kitchen area – this is a health and safety risk, and contrary to the fire regulations.

Some doubt exists over the fire retardant nature of the sofas and armchairs.

Score Box

Not inspected, as no representatives were present.

4) To review that the correct legal documents are held and are up to date.

The Scout hut, band room, Storeroom and Rawstorne Centre were reviewed. The Guide hut and Score box were not open so it was not possible to review them.

The following were noted:-

Scout Hut –

Proof of Insurance required for all contents and public liability.

Proof is required that a fire risk assessment has been completed.

Band room –

The small electrical appliances need testing (last test done in 2013)

Proof of Insurance required for all contents and public liability.

Proof is required that a fire risk assessment has been completed

Storeroom -

Proof is required that a fire risk assessment has been completed

Rawstorne Centre –

Some small electrical appliances need testing

Proof of Insurance required for all contents and public liability.

Proof is required that a fire risk assessment has been completed

Proof is required that the gas boiler has been checked and certified.

Proof is required that the new electrical work, recently carried out, has been certified.

Bowling Pavilion – This was inspected at the last fabrics committee meeting.

Proof of Insurance required for all contents and public liability.

Proof is required that a fire risk assessment has been completed

Score box.

Proof of Insurance required for all contents and public liability.

Proof is required that a fire risk assessment has been completed

Proof is required that the electrical equipment has been certified

Note 1. Currently the council own keys for the Council storeroom, the scout hut and some of the Rawstorne rooms; it is considered that the council as property owners should own keys to all council owned property.

Note 2. The guide hut, Rawstorne, and score box should be inspected with representatives present as soon as possible.

Signed.....T Fiddler, Chairman.....

Date...02/11/15.....