

Waterbeach Parish Council

Reports for Council Meeting 7/1/2014

Contents

Item 6(a).....	2
Item 7.....	6
Introduction	6
Examples of good practice	6
A proposed way forward	7
Item 11.....	8

Item 6(a)

Report on Billy Goat

Introduction

The purpose of this report is to make a suggestion for the replacement of the Council of the current pedestrian leaf collection machine, which produces an excessive amount of vibration which limits the amount of time it can be used for by the ground staff.

Purpose & Health and Safety Aspects

The current machine is used to collect leaves from areas inaccessible to the tractor; examples include the Play area, skate park, basketball courts, tennis courts, along hedge lines, etc. The existing machine is capable of collecting leaves, dry grass and litter.

The new machine will be used for the same purposes. The tractor cannot be used in these small areas, and the tractor cannot collect from under hedges, etc.

The alternatives are to regress and clear leaves manually from these areas with a rake, which would be unworkable from a time management point of view, or to not clear them from these areas which would immediately raise health and safety issues of wet leaves causing slips.

Our current machine has several deficiencies from a health and safety standpoint, these are listed below:

- The machine produces an excessive amount of vibration
- The bag is very heavy and difficult to empty once full as it zips up
- The machine produces a lot of dust in dry conditions meaning a dust mask is necessary

Our current machine is a Billy Goat VQ802SPH model

The suggested machine is a Billy Goat QV900HSP, which is the direct replacement for our old machine.

Comparison of Machines

	VQ802SPH (Existing unit)	QV900HSP (Proposed unit)
Engine	Honda 8hp	Honda 9hp
Drive	5 forward, 1 reverse	Hydrostatic CVT*
Bag Volume	283.9 litres	136 litres
Weight of Machine	126.1 kilos	112.5 kilos
Width	83.1cm	83.8cm
Noise Level	88 Decibels	84 Decibels
Vibration level ms/2*	18.639	4.65

Ms/2= Metres per second squared

CVT=Continuously Variable transmission, provides infinite number of speeds forward and reverse.

As can be seen from the figures above:

- The proposed unit has a much lower rate of vibration, in addition to lower noise levels.
- The bag has been made smaller so when full its weight does not present a hazard under the manual handling regulations.
- It is also fitted with a cyclonic filtration system to remove dust.

In order to provide the council with as much information as possible, I have included a calculation of usage times for the vibration rates above on the HSE Vibration calculator.

More detailed information of how these figures were arrived at is contained as an appendix to the report in addition to the owner's handbooks for the respective machines which contain the specifications.

Usage Time Comparison

	VQ802SPH (Current Machine)	QV900HSP (Proposed Machine)
Maximum Time before breaching exposure limit	35 minutes	9 hours 15 minutes

Unfortunately the manufacturer does not provide any modifications for our existing machine. If we attempt to modify the machine ourselves, we would alter the specification it was granted CE approval with and we would have to tell our insurers about any modifications.

Recommendations

We recommend the purchase of the Billy Goat VQ900HSP from Ernest Doe at Fulbourn, as they provided the best quote when trade in value is taken into consideration.

We base this recommendation on the lower vibration rate that will allow the machine to be used for a longer period without risk to the Ground staff of developing vibration related injuries.

In addition the machine features a smaller bag that is easier to empty, as well as a cyclonic filter system that makes operation dust free, both of which will enable the ground staff to use the machine with lower risk to them and satisfy the Council obligations under Duty of Care.

QUOTATION



Ernest Doe & Sons Ltd

Wilbraham Road, Fulbourn,

Cambridge CB21 5EK

Tel: 01223 880676 Fax: 01223 882759

www.ernestdoe.com

11th December 2013

Mr Robert Pinion
Head Groundsman
Waterbeach Parish Council
19 High Street
Waterbeach
Cams
Cb25 9JU

Dear Mr Pinion

Thank you for giving us the opportunity to quote you for a new machine, please see below details outlining prices and specification.

Billy Goat QV900HSP Vacuum

- 9HP Honda Engine
- 33" Working Width
- S/p Hydro Drive
- Low Dust Technology

Retail Price: £2,666.66

Discount: £416.66

Total Price: £2,250.00

Part Exchange

Billy Goat as discussed; £300.00

Hi Norma,

Please see quote below from pecks,

Regards

Robert

From: andrewb@peck.co.uk
To: robertpinion@hotmail.co.uk
Subject: RE: Billy Goat
Date: Mon, 23 Dec 2013 15:01:43 +0000

Hi Robert

Thanks for the pictures of the Billy Goat that you was looking at tradi

I can now submit the following quotation

Billy Goat QV900HSP wheeled vacuum cleaner £2066.66

Trade in for your machine £50

Total price £2016.66 plus VAT

I can't give a delivery time at present as the UK importer does not ha
and let you know.

Item 7

Proposed procedure for awarding of grants

Introduction

Occasionally we receive requests for donations from National Charities or local branches of National Charities. These notes are not intended to govern how we might donate to them, but it is worth noting that, unless the purposes of such a charity fit one of our statutory powers or we can show that such a grant is “in [our] opinion is in the interests of, and will bring direct benefit to, [our] area or any part of it or all or some of its inhabitants” we cannot make donations to such bodies (Section 137 of the Local Government and Housing Act 1972).

The proposals below are intended to ensure that when we make donations or grants to smaller, local bodies, our money is properly used.

Examples of good practice

A quick search on the internet reveals how some other Parish Councils operate. For example, Cam in Gloucestershire has a very comprehensive entry on its website (see <http://www.camparishcouncil.gov.uk/grant-applications.aspx>) as does Holme Valley in West Yorkshire (see <http://www.holmevalleyparishcouncil.gov.uk/grants/>).

In addition, the Cambridgeshire Community Foundation requires any organisation that applies for a grant to be ‘Grant Ready’ (<http://www.cambscf.org.uk/grants.html>). The conditions are:

1. A management committee of at least 3 independent people
2. An appropriate governing document
3. Equal Opportunities Policy
4. Safeguarding Policy if children and young people up to 18 years of age, or vulnerable adults are currently involved, or could become involved in in any activities or events run by your organisation
5. Accounts which summarise your annual income and expenditure
6. A Bank or Building Society Account requiring 2 independent cheque signatories
7. If you are applying for funds towards maintenance or improvement of a building or an area of land that your organisation does not own, a long-term lease will be required

These conditions are expanded upon in

http://www.cambscf.org.uk/tl_files/ccf/download/General%20Application%20Guidelines%20Aug%202013.pdf.

More locally, Milton Parish Council also has information at

<http://www.miltonvillage.org.uk/opus3270.html>

It is also worth noting that all these above organisations have a form which needs to be completed before any grant is considered.

A proposed way forward

I should like to propose that we introduce a more formal process for the awarding of grants and making donations to outside bodies. It is important when we are distributing public money that we ensure that the organisations to which we make grants are properly constituted and that they have a proper use to which they wish to put our money.

The examples of good practice cited above could form the basis of a procedure that we adopt. If Councillors feel that we should go along this road, then action could be delegated to the Finance Committee to put together a more detailed procedure and an application form based upon these examples.

Michael Williamson – 30/12/13

Item 11

The Clerk,
Waterbeach Parish Council
The Old Pavilion
The Recreation Ground
Waterbeach
December 30, 2013

Dear Liz

Lease on the Tillage Hall

You will be aware that the Friends of the Tillage Hall have been operating the building for getting on for two years. The original basis upon which this was organised was a Licence drawn up by the then acting Clerk and this has enabled the Friends to claim all the appropriate Business Rates concessions and to generate a significant letting income from local organisations and individuals. The draft accounts for the 12 months to 30 September 2013 show a total income from this source of nearly £5,000 and the venue is becoming increasingly popular, especially for parties and similar events.

You will also be aware that this company was formed some time ago with the intention that it should take over the operation of the hall. Currently it has not done so since progress on the formal lease has got held up by lack of a proper plan. However, it is important that the company should start to operate as soon as possible so that provisions in its Articles of Association concerning community representation can be put into place.

We should like to propose, therefore, that the form of licence previously entered into with the Friends of the Tillage Hall be transferred to this company so that it can take over the operation of the building. However, this should only be regarded as a short-term measure and the finalisation of the lease should be regarded as a priority.

It is also necessary to agree the way forward on some expenses that have been incurred. The minutes of the most recent Parish Council meeting show the agreement to form a subgroup to sort these out, but no nominations to this group were agreed. Could the Parish Council please nominate representatives who could meet with two of the Directors of this company to produce a joint proposal to resolve the issues?

Yours sincerely

R Michael Williamson

Director – Waterbeach Tillage Hall