



Order of meetings 19th July 2017:
7.00pm Cemetery Management
8.00pm Buildings Management

STOTFOLD TOWN COUNCIL

Dear Councillor,

You are hereby summoned to attend a meeting of the Buildings Management Committee, on Wednesday 19th July 2017, at 8.00pm, in the Council Chamber, Greenacre Centre, Stotfold

AGENDA

1. **Apologies for absence**
2. **Disclosures of Members Interest on matters contained in this agenda**
Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
3. **Public participation – questions, comments and responses**
Up to 3 members of the public are given 3 minutes each to speak on any item relating to this Committee.
4. **Clerk's Report, correspondence received and matters arising for information**
5. **Consider the future of the Simpson Centre**
Following the relocation of the Town Council offices to the Greenacre Centre, the remaining two thirds of the Simpson Centre not occupied by the Library is now vacant. Members are asked to consider the future of this part of the building to ensure that it does not remain vacant long-term. Our insurers have asked us to carry out regular visits to the building whilst it remains vacant, and have asked for confirmation as to long-term plans – note, there is nothing of value remaining in the vacated part of the building. The Chairman has considered options, one of which is to dispose of this part of the building to a developer, to produce a sum sufficient to clear the Public Works Loan Board loan on the building, and hopefully provide additional sums to spend on other buildings under Town Council control. Over the last two years, despite trying to attract potential tenants to all or part of the building, there has been no success. An alternative is for the demolition of this part of the building and conversion to additional car parking for the library/public, although this will entail costs to the Town Council.
6. **Simpson Centre security - alarm & CCTV**
The Library Service have asked that they need to continue carrying out weekly checks of the fire alarm, serving their part of the building in particular, now that the Council is no longer based in the building. This means that they require access to the fire alarm control panel which is located in the Town Council alarmed section of the building, which they normally would not have had access to.

If the Council is happy to allow the Library Manager to have the key, with some signed undertaking to access that part of the building in an emergency or to test the alarm, etc, the insurers would be agreeable. They advise that keeping the alarm active would be an active protection for that part of the building in the long-run, although it only covers two offices.

Members are asked to consider approving the Library Manager access to the fire alarm control panel situated in part of the Simpson Centre building they would not normally have access to. Secondly, to consider whether to keep the two old offices alarmed, and if so, to agree to the Library Manager having access to the alarm system when required. If Committee are not minded to approve, then it should be noted that this will require weekly attendance at the Simpson Centre building by a staff member, which comes at a time cost.

With regard to external security, the rear and side of the building still has operational CCTV, and roller shutters for rear and side windows. Members are asked to consider whether they wish to continue with the CCTV contract, which was renewed shortly before the offices were vacated.

7. Greenacre Centre – security for reception

To consider a quote from Advance Security Screening to provide manually operated security roller shutters to the reception desk windows. Powder coated in cream, supplied and installed £1,045 plus vat

8. Greenacre Centre – new footpath access

To consider a quote from Driveway Rejuvenation to create a new tarmac and edged footpath from the rear kitchen door of the Greenacre Centre to the car park, plus dropped kerb and use parking space to create hatched loading area. This follows requests from regular and one-off hirers who struggle to move their equipment the distance using the current footpath around the building and are already taking short-cuts over the chained fence across the grass. £1,370 plus vat

9. Memorial Hall – free let request

To consider a request from the Community Christmas Fayre Committee to use the Memorial Hall for their 2017 Christmas Fayre, taking place on Saturday 25th November 2017, 12pm – 4pm. Profits from the event will be donated to a local youth organization.

10. Fee structure for damages

To consider a revised fee structure for damages to buildings during hiring. We currently require a cheque to cover damages to the buildings during hiring of £300 – we can also take cash and now use the card payment machine for pre-authorisation of the amount. This amount is not banked or taken by card unless damage occurs, cash taken is returned after the hire (although this is not a well-used option). In the Greenacre Centre, we have introduced tell-tale tags to go on the fire exits in the Oak Hall – these allow access in an emergency, and are a visible indicator when someone has opened them without emergency need. This is a requirement set by the Public Protection Team as part of our planning permission.

Proposed new damages fee structure:

Greenacre Centre	non-emergency opening of fire doors	£100 per door (there are 2)
Greenacre Centre	general damages	£100 (covers excess on this building)
Memorial Hall	general damages	£250 (covers excess on this building)

The Memorial Hall does not have a policy requirement to keep the fire doors closed during hire, and they are generally only opened to reduce temperatures in the building (not required in the Greenacre Centre).

11. Use of Memorial Hall and Greenacre Centre as emergency evacuation centres

To consider use of the Memorial Hall and Greenacre Centre as emergency evacuation centres, and amend hiring policy and hirers conditions accordingly.

12. Items for information purposes, relevant to this Committee only

**Kate Elliott-Turner
Town Clerk**

14th July 2017

To: Members of the Buildings Management Committee: Councillors Hayes, Mrs Bundock, Mrs Clarey, Collier, Cooper, Mrs Cooper, Dhaliwal, Matthews

All other Councillors for information