



Order of meetings 20th March 2019:
7.00pm Buildings
7.30pm Establishment

STOTFOLD TOWN COUNCIL

Dear Councillor,

You are hereby summoned to attend a meeting of the Buildings Management Committee, on Wednesday 20th March 2019, at 7.00pm, in the Council Chamber, Greenacre Centre, Stotfold

A G E N D A

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**
Nothing to report as at production of agenda.
5. **Free let request – Memorial Hall**
To consider a request from the Stotfold Community Christmas Fayre Committee for a free let of the Rear Hall and Main Hall of the Memorial Hall for their annual Community Christmas Fayre on Saturday 23rd November 2019 (event times 12pm to 4pm, booking times 10.30am to 6pm). This year's event will raise funds for the Stotfold Guide Association. Cost to Council £195. Copy of request provided for Members.
6. **Greenacre Centre – continuation of discounted rate**
To consider a request for a continuation of the previously agreed discounted rate for NHS Blood Donors. They wish to book a further 2 sessions to those already booked for this year (March, April x2, May, July, August x2, September). They have provisionally booked 29th November and 6th December. Previously approved bookings (set number) was at a reduced booking fee of £80 per session.
7. **Simpson Centre - Box of Cakes café**
A request has been received from a tenant at the Simpson Centre (Box of Cakes café) for a cooker circuit installation to be installed. She is looking to provide a free-standing oven to cook jacket potatoes and sausage rolls to enable her to open earlier from March. Terry Seymour has quoted £360 plus vat. Such additions to the building fall to the tenant, however permission must be granted by the landlord (Council).
8. **Council Chamber lighting**
To consider a quote from Terry Seymour Electrician to isolate lighting panel above projector screen for ease of viewing. To supply, wire and fit an additional light switch in the trunking system to isolate the light by the screen for the sum of £100 plus vat.

9. Greenacre Centre – Oak Hall lighting

Further to the quote from Terry Seymour to replace the x5 faulty dim-able ballast lighting units (£630 plus vat), and the subsequent request for Terry Seymour’s professional advice as to replacements – quality available, different type of lighting options (last meeting), he advises that there are no alternatives if we wish to retain the ability to dim the lights as the alternative LED lights are not currently dim-able – although this is due to change in the very near future (to be advised at the meeting). If felt that dimming of lights is not required, he can provide a cost and detail of an alternative – to be presented at the meeting. From a hiring point of view, the ability to dim lights has been used by hirers.

It should be noted for clarification, as previously believed at the previous meeting, quotes from Terry Seymour for high-level lighting work does not include hire of a scaffold tower, as he has one of his own he uses, and therefore does not charge extra for this.

10. Memorial Hall & Greenacre Centre complaints

To receive any complaints regarding noise, parking, etc at the Memorial Hall and Greenacre Centre.

11. Budget & Reserves review

To receive a budget update and reserves status and take any necessary action before end of the financial year.

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

KA Elliott-Turner

**Kate Elliott-Turner
Town Clerk**

15th March 2019

To: Members of the Buildings Management Committee: Councillors Hayes, Mrs Bundock, Mrs Clarey, Collier, Cooper, Mrs Cooper, Dhaliwal, Matthews. All other Councillors for information