

## Cemetery Committee Minutes

### MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 16<sup>TH</sup> JULY 2008 AT 8.15PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE STOTFOLD

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Committee Members present: Mrs S Bundock (Chairman)  
Mrs A Clarey Mrs M Cooper  
S Hayes D Savill

Also present: One member of the public and the Clerk

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#### **3271. APOLOGIES**

Apologies were received on behalf of Councillors Collier, Cooper and Mrs Haslett-Saunders.

#### **3272. DISCLOSURE OF MEMBERS INTERESTS**

There were no disclosures of Members interests.

#### **3273. MATTERS ARISING**

There were no matters arising to report.

#### **3274. CLERK'S REPORT FOR INFORMATION**

- Mr Summerfield has re-painted the yellow hazard lines outside both buildings.
- Mr Summerfield has installed the spare air freshener that hasn't been used yet in the Memorial Hall ladies toilet.
- Mr Summerfield has carried out a litter pick around the Memorial Hall and the Comet have been advised that a delivery person is dumping their papers at the back of the building.
- Mr Summerfield has repositioned the air freshener in the Simpson Centre disabled toilet.
- Sticky Mitts have been allocated storage in the Memorial Hall as per their request.
- Mr Drewett has carried out alteration works to the office reception window. His quote was for £325 but advised this may increase should material prices increase or any unforeseen problems arise. His final invoice was for £365.45

#### **CORRESPONDENCE**

#### **3275. Festival Jumble Sale**

Correspondence has been received to thank this Committee for the use of the Memorial Hall for the Festival Jumble Sale to raise funds for the Mill. It was a very successful and enjoyable event and raised £288.

#### **3276. TO RECEIVE A QUOTATION FROM MR PALMER TO CARRY OUT WORKS TO THE MEMORIAL HALL AND SIMPSON CENTRE**

The following quotations have been received for consideration:

- Paint the outside of the doors on the left hand side (bar side) of the Memorial Hall in the sum of £90.
- Paint the walls and woodwork of the stage and stairs area in the sum of £240.

- Paint the walls under the windows in the Simpson Centre in the sum of £20.
- Screw clear Perspex to the wall under the windows in the Simpson Centre to stop the walls being marked in the sum of £60.

**Resolved** that the quotations as detailed above be accepted, with the exception of screwing Perspex to the Simpson Centre walls as it was felt that touching up the paintwork every year would be preferable to installing Perspex at a higher cost which would need replacing every so often. Work is to be carried out during the August Hall shutdown period.

### **3277. TO RECEIVE AN ESTIMATE FROM MR DREWETT TO CARRY OUT WORKS TO THE MEMORIAL HALL**

The following quotations have been received for consideration:

- Attend to the creaking stairs to the side of the Memorial Hall stage, following a request from Fairfield Players, in the sum of £145 for materials and labour. He would need to take the stairs apart to remedy the problem as there is no access from underneath.
- Attend to the damp area in the Memorial Hall gent's toilet. Following inspection of the area he advises that removing the plaster and reapplying will not solve the problem as the damp will be sealed in, and recommends putting in a French Drain, as currently water from the roof drains into the soil adjacent to the building. He will repaint the black bitumen strip at the base of the wall as it is the only damp proofing in that particular area. Following the work, the situation needs monitoring to see if that cures the problem, and then the plaster inside can be dealt with at a later date. Although this Committee has received a quotation for this work in the past from another contractor, it was more than double than this estimate. His estimate for this work is £200 for materials and labour.

**Resolved** that the quotations as detailed above be accepted, with the work being carried out during the August Hall shutdown.

### **3278. TO CONSIDER PURCHASING CCTV FOR OUTSIDE THE SIMPSON CENTRE AND MEMORIAL HALL**

Quotations have been received from two CCTV companies, however the Clerk has met with Dave Rollings, Community Safety Officer at the District Council who advises that whoever we use we should ensure the CCTV company is SIA registered (Security Industry Association). He advises that to ensure maximum footage quality we should have colour cameras, and seek to have the lowest Lux light level capacity. If we were to have cameras at the rear of the Simpson Centre we would probably need infrared cameras as there are very dark areas along the footpath.

There is a possibility that any cameras we install could be linked to other monitored systems, such as North Herts Partnership at Stevenage, although we may have to have a specific type of camera to be able to link.

For information at this stage, the quotations received are:

Group 4 Technology Ltd

Simpson Centre - £5,820 (plus vat) plus a £48.50 per month service charge (plus vat)

This is for the supply and installation of recording equipment, monitor and four vandal resistant high resolution mini dome cameras. The cameras would only cover the front of the Simpson Centre and would all be mounted externally.

## Memorial Hall

Group 4 have not submitted a quotation for this building as they feel we need to decide whether it would be a stand alone system or linked to the Simpson Centre – in which case they could then quote for the three different types of links.

## Harrisons Electrical

Simpson Centre - £3,734.25 (plus vat)

This is for the supply and installation of recording equipment, monitor and six vandal resistant cameras. The cameras would cover the front and rear of the Simpson Centre – with some being mounted internally and externally.

As an option, they could install the above but with the external cameras in a housing and sited on 3 metre metal columns to take them above the roof line for the sum of £4,054.25 plus vat. There may be planning implications with this.

Memorial Hall - £1,785 (plus vat)

Harrisons felt that it would be easier to put in a separate stand alone system for the Memorial Hall and would include the supply and installation of recording equipment, monitor and three vandal resistant cameras being mounted externally at the front and rear of the building.

Inspector Mark Egan of Bedfordshire Police advises that there are no funds available for this sort of private project.

Concerns were expressed by Members over the initial high costs involved, and the ongoing maintenance costs. It was felt that in the light of a possible relocation of the Council offices in the future, it may be best value not to have this fairly high outlay at this stage, but to consider including the provision of CCTV in the new building.

**Resolved** that consideration of installing CCTV at the Simpson Centre and Memorial Hall be left on the table, until a definite decision is reached over whether this Council will be relocating to new premises in the future.

### **3279. TO CONSIDER PURCHASING ANTI CLIMB PAINT WHERE CURRENT ANTI CLIMB PAINT IS BEING USED ON COUNCIL OWNED BUILDINGS**

Following a discussion with Dave Rollings concerning CCTV, he advises that the first stage in combating vandalism and break-ins, etc is to make sure that you have taken every step possible to reduce the likelihood of it occurring. This includes removing any natural/man-made obstacles which could be used to gain access on to or inside the building. We have already removed the brick box from the rear of the Simpson Centre which was being used as a step-up to the roof. Both Mr Rollings and the Police advise that anti climb paint should be used in place of grease on buildings.

It is suggested that one 5L tin of black anti climb paint at a cost of £24.95, plus four required signage at a maximum of £5 each, be purchased to cover the Simpson Centre and Memorial Hall buildings.

**Resolved** that one 5L tin of black anti climb paint at £24.95 and four required signs at £5 each be purchased. Mr Summerfield is to apply the anti climb paint to areas

where grease is currently applied. The Clerk will assess other areas where the paint might be beneficial.

**3280. TO FURTHER CONSIDER THE ENERGY RATING FOR THE COUNCIL OWNED BUILDINGS**

Following last month's information on Energy Performance Certificates and Display Energy Certificates there was some confusion as to whether this would apply to either of our buildings. The Clerk has sought further advice from the Energy Savings Trust Practical Help team who state that:

Only buildings with a total useful floor area greater than 1000m<sup>2</sup>, occupied by either a public authority or an institution providing a public service to a large number of people and therefore frequently visited by those persons are affected by this legislation. Private organisations, including those that may share a building with a relevant institution, do not need to display a DEC but may elect to do so on a voluntary basis.

**Resolved** that as we have received a definitive answer from the Energy Savings Trust that we are not required to display a Display Energy Certificate this Committee has opted not to do so voluntarily.

**3281. TO ACCEPT THE UPDATED FIRE AND RISK ASSESSMENTS FOR THE SIMPSON CENTRE AND MEMORIAL HALL AS CARRIED OUT BY THE CHAIRMAN AND CLERK**

Members were advised that the Chairman and Clerk have recently carried out the fire and risk assessments for both Council owned buildings and have updated the documents accordingly.

Items to be completed shortly: highlighting of the top step from the foyer to the bottom end of the Simpson Centre; organise a fire alarm test and evacuation policy in conjunction with the Library. The Safety at Work policy held by this Committee will be used to assist with the procedures in carrying out a test and evacuation.

**Resolved** that the updated fire and risk assessments for the Simpson Centre and Memorial Hall be accepted, with copies being forwarded to staff and Library.

**3282. TO REVIEW THE MATTER OF 'FREE LETS' FOR THE MEMORIAL HALL DURING FESTIVAL WEEK, FOLLOWING A QUERY RAISED BY A FESTIVAL WEEK HIRER OVER THEIR CHARGES**

A letter has been received from Fairfield Players querying their recent invoice for the Festival Week period. They were invoiced for the use of the Memorial Hall for their production as well as rehearsal dates during the Festival Week. Apparently they have never previously been charged. This appears to be because hirers were not charged for use of the Hall during Carnival Week and some hirers seem to believe the same policy applies. Staff are now unsure of the correct procedure to follow.

The current Hiring Policy states: "Free lets will only be granted for non-commercial, educational, cultural or charitable purposes where no compulsory admission charge is made and where all profits from the event benefit the community of Stotfold."

Members were asked to clarify the situation as to whether hirers, such as Fairfield Players, should be charged for the use of the Hall during Festival Week.

**Resolved** that for clarification, the Hall Hiring Policy be amended to read:  
Free lets will only be granted for non-commercial, educational, cultural or charitable purposes where no compulsory admission charge is made and where all profits from the event benefit the community of Stotfold. A free let will be given for all events organised as part of the Stotfold Festival Week and featured in the programme stating where all monies raised benefit the Community.

**Further resolved** that

- The Festival organiser, Mr Phelps, be asked to ensure that future booking forms for the Week state that individual hirers involved must book the Hall themselves and not assume that he will do it. This will ensure that everyone is following the same procedures and will avoid confusion.
- Fairfield Players are advised that they will be charged this year and future years for the use of the Memorial Hall during Festival Week for their rehearsals and not the main production event. Explain that there has been an error in interpretation and a credit note will be issued if found required.

**3283. TO CONSIDER WHETHER TO ADVERTISE THE VACANT OFFICE (ROOM 2) IN THE SIMPSON CENTRE FOLLOWING ITS VACATION BY BIKEGEAR UK, OR TO KEEP FOR COUNCIL USE**

Members gave the matter consideration, and in particular in regard to the loss of income suffered by the termination of the Bikegear UK lease.

**Resolved** that notification be placed on the Council's website and in the next available edition of the Stotfold News to advise that Room 2 in the Simpson Centre is now available for lease. Any interested parties are to be advised that the conditions and rental charges will be the same as the current Bikegear UK Lease and rental charges.

**3284. TO RECEIVE THIS COMMITTEE'S DOCUMENT LIST SHOWING GUIDANCE, SPECIFICATION, REGULATIONS, ETC AND TO CONSIDER ANY POSSIBLE ADDITIONS TO THE LIST**

Members were previously circulated a copy of the list. The list shows staff contracts, however the Terms of Reference for the Establishment Committee show that they deal with these matters. This may be something for the Establishment Committee to consider when compiling their Terms of Reference.

**Resolved** that the Buildings Management Committee document list be accepted, and that if any Member has any other documents which would be useful or applicable to this Committee, they are to forward them to the Clerk.

**3285. TO CONSIDER CONTENTS TO BE INCLUDED IN THIS COMMITTEE'S TERMS OF REFERENCE**

Members were asked to bring suggestions for the document to this meeting. Councillor Mrs Bundock and Hayes read their suggested contents, and it was:

**Resolved** that the contents of the two lists be amalgamated, with an updated Terms of Reference sheet to be presented to the September meeting of this Committee for approval.

**3286. TO RECEIVE CORRESPONDENCE FROM COUNTY COUNCILLOR STREET REGARDING THE PROPOSED COMMUNITY HALL FOR THE LAND SOUTH OF STOTFOLD (AS REFERRED BY COUNCIL 6<sup>TH</sup> JUNE 2008), AND TO RECEIVE THE LIBRARY'S SUGGESTED DESIGN BRIEF**

Members were previously circulated a copy of both items of correspondence. It was suggested that the correspondence is for information only at this stage, and once all required information has been received, this matter may be considered at September's Buildings Management Committee meeting, following the public consultation exercise on the matter.

A proposal was put and seconded, and it was:

**Resolved** that the correspondence received from Councillor Street, which is addressed to the full Town Council following their resolution on 16<sup>th</sup> May regarding the new community building to be provided on the Land South of Stotfold, should be left on the table "for information only" at this point in time.

**3287. TO RECEIVE A BUDGET UPDATE AND RESERVES STATUS AND TAKE ANY NECESSARY ACTION**

Members were previously circulated a copy of the update document, and were advised that due to the large increases in utility charges it will be necessary to not spend the Committee's maintenance budget on unnecessary outgoings as some of it will need to be vired to the various building utility budget lines to cover the high costs. This Committee will also need to think about increasing the buildings utility budgets in October when considering estimates.

**Resolved** that the budget update and reserves status report be noted, and that before the end of this financial year, monies are vired from unspent maintenance budget line to cover the increase in utility charges for the Council's buildings. The Committee will also consider increasing utility budgets at the October estimates meeting.

**3288. TO CONSIDER THE BUILDINGS GENERAL – GROUNDS MAINTENANCE CONTRACT BUDGET FIGURE**

Members were advised that currently the Grounds Maintenance contractor does not show this expenditure as a separate cost in his invoices, and it is therefore not allocated as such when his invoice is received against this Committee's budgets.

**Recommended** that as it has come to this Committee's attention that Grounds Maintenance costs for this Committee are not allocated as such, Members consider in October when setting budgets to reallocate this budget line to the Recreation Grounds, Public Lands and Lighting Committee, as although the areas concerned are outside the Council's buildings, it is still public land.

**3289. ANY OTHER ITEMS FOR INFORMATION PURPOSES ONLY**

With regard to the public consultation exercise on the community building proposed for the Land South of Stotfold, the Clerk advised that she has provisionally booked the Simpson Centre for Monday 8<sup>th</sup> September from 2pm until 9pm, and it will need to be manned with help from Members. Members were provided with a copy of the Clerk's initial thoughts on what the exercise will involve, such as a display and paper slips giving residents an opportunity to write down their

views on what the building should house, etc. The results from the exercise will be collated and presented to the September meeting of this Committee.

In order to be able to forward the comments from residents to the developers and Planners, full Council will need to give delegated powers to this Committee to do so, at the September Council meeting.

There being no further relevant business the meeting was declared closed at 9.25pm

**CHAIRMAN**

**DATED**