

MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 21ST JANUARY 2009 AT 7.45PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD

Committee Members present: Mrs S Bundock (Chairman)

Mrs A Clarey	B Collier
Mrs M Cooper	A Cooper
S Hayes	D Savill

Also present: The Clerk

3322. APOLOGIES

Apologies for absence were received on behalf of Councillor Mrs Haslett-Saunders.

3323. DISCLOSURES OF MEMBERS INTERESTS

There were no disclosures of Members interests.

MATTERS ARISING

3324. To consider the request by Fairfield Players to replace the stage curtain winding mechanism at their own expense (see minute 3320)

Fairfield Players have not yet provided information on the winding mechanism they wish to install, or the results of the manufacturer's survey they were intending on carrying out.

3325. CLERK'S REPORT FOR INFORMATION

- We have recently been experiencing problems receiving payment from a regular Memorial Hall hirer, however they have now cleared all sums due (£1,117.69) and a strict payment method has been put in place for future bookings.
- The Bistro/Stitch Shop annual lease to add an additional room in Simpson Centre has finally been signed. The lease will run until April 2009, and they are able to extend the lease for another year if desired.
- P.C. Ryan has advised that although they are still using the office in the Simpson Centre for surgeries and as a base when working in Stotfold, they will not be installing a computer until the security of the building is improved. Once the computer is installed, they won't be using our broadband connection but will install a separate secure line at their cost.

3326. CORRESPONDENCE

There were no items of correspondence to report.

3327. TO REVIEW THE STANDARD DOCUMENTS FOR THIS COMMITTEE

Members were provided with a copy of the list of standard documents for this Committee, and were asked to go through each document before the meeting. Amendments and updates were suggested for the Forward Maintenance Programme. Some items have been removed from the

Asbestos Audit as changes have occurred to the Memorial Hall due to the installation of the new heating system.

Resolved that the suggested additions and amendments be made to the Forward Maintenance Programme and Asbestos Audit, a copy will be forwarded to Members in due course.

3328. TO RECEIVE AN UPDATE ON THE SITUATION REGARDING THE COMMUNITY BUILDING FOR THE LAND SOUTH OF STOTFOLD

The Clerk advised that Alistair Burt has been asked to notify the appropriate persons at Central Government of the Community Building, and for assistance in seeking funding. A request for funding from County Library Services has been made. The Clerk has gone through the funding sources provided by Councillor Mrs Turner, there appear to be about three that may relate to this project and she is investigating each one further. The Clerk is pursuing with the developers as to what their suggested commuted sum would be.

3329. TO CONSIDER APPROVING A FREE LET OF THE MEMORIAL HALL FOR STOTFOLD FESTIVAL WEEK FROM 12TH TO 21ST JUNE 2009

Resolved that free let of the Memorial Hall is granted for the period 12th to 21st June for Stotfold Festival Week. The usual hiring conditions apply regarding free lets only being 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. The hirer must ensure this is indicated on any poster or literature for their event.

3330. TO APPROVE EXECUTIVE ACTION TAKEN BY THE CLERK IN REPLACING BROKEN WINDOWS IN THE MEMORIAL HALL AND SIMPSON CENTRE

The following windows were repaired/replaced:

- Broken window replaced in the Memorial Hall during November at a cost of £545 plus vat.
- Making a window safe in the Simpson Centre during November at a cost of £67 plus vat.
- Broken window replaced in the Memorial Hall during January at a cost of £283 plus vat.

We are also currently disputing an invoice from a company instructed by the Police to make safe the broken window in the Memorial Hall in November, as they did more damage to the whole window and frame in the long run, thereby costing us more money.

Resolved that the executive action taken by the Clerk in repairing/replacing the windows as detailed in the bullet points above be approved.

3331. TO APPROVE EXECUTIVE ACTION TAKEN BY THE CLERK IN SEEKING QUOTATIONS AND INSTRUCTING AN ALARM COMPANY TO INSTALL AN ALARM SYSTEM TO THE COUNCIL OFFICES IN THE SIMPSON CENTRE AT A COST OF £1,209 PLUS VAT

Resolved that the executive action taken by the Clerk in having an alarm system installed in the Simpson Centre at a cost of £1,209 plus vat be approved, using funds vired from Office Equipment/Election Cost reserves as per December Council meeting.

3332. TO CONSIDER PROVIDING SECURITY MEASURES FOR THE MEMORIAL HALL AND FURTHER SECURITY MEASURES FOR THE SIMPSON CENTRE

The Clerk has met with the County Council's Community Safety Manager who has advised that he has approximately £2,500 available for the Council to improve security measures at the Simpson Centre. This money will have to be used for the provision of CCTV as it will form part of the CCTV option of the Confident Communities Fund. The Town Council has been asked to add some funding to that available from the CCF, this can be vired from the Office Equipment and Election Costs funds as previously approved by Council if required. Quotations have been sought for the installation of CCTV at the Simpson Centre on a smaller scale than the previous quotations for the whole building, and this time concentrating on the rear of the building as it is the most vulnerable to attack. The cameras would cover the office areas to the side and rear, and the area to the rear of the Police Room and Room 2. The system can be expanded at a later date to cover other areas of the building if required. A quotation has been received from Harrison's Security Ltd for £3,130 plus vat, therefore this Committee would only need to provide £630 funding.

The Community Safety Manager has advised that there is very short time available for us to draw on the CCF funds, and would like to be able to forward the money by the end of the week of this meeting to avoid missing out on the money altogether. The actual installation of the CCTV system would therefore take place at our convenience, but before the end of this financial year so we can report back to the County Council on the work we have had done, before the change to unitary authority.

Once we have established exactly what the Town Council's remaining fund situation is we can consider other security options for both buildings at the next meeting. There is a possibility we may be able to obtain funds for extra security from the Community Safety Group, and an update will be provided at the next meeting in March, together with costing options.

Resolved that the quotation from Harrison's Security Ltd be accepted, and the County Council's Community Safety Manager be advised as soon as possible to ensure we do not lose the funding for £2,500. The remaining £630 to pay for the CCTV system is to come from the Office Equipment/Election Costs reserves as per December Council.

With regard to future security options for both buildings, a brief discussion ensued regarding whether the CCTV could be extended in the future to cover the Memorial Hall, in addition to extra for the Simpson Centre, or whether it would need its own system.

Resolved that the Clerk investigate the above query with Harrisons Security Ltd. If the system is not able to be extended to cover the Memorial Hall, the work as per the quotation is still to go ahead, and the costs for the option of a stand alone CCTV system for the Memorial Hall is to be pursued.

3333. TO REVISIT THE BUDGET FOR THE CURRENT FINANCIAL YEAR, AND TO APPROVE VIREMENT OF FUNDS AS NECESSARY

Members were provided with a review sheet of the reserves, and revenue situation as at 31st December 2008, with information on likely expenditure/income before the end of the current financial year. Based on estimated expenditure and likely income before the end of the financial year, it is envisaged that there will be approximately £3200 income received or expenditure unspent.

Recommended that the Clerk be given authority to vire any necessary funds within the Committee budget headings to ensure there are no overspent budgets, and if at the year end there are any surplus funds available in the revenue budget it is to be vired to the Buildings Project Fund for future building security measures.

3334. ITEMS FOR INFORMATION PURPOSES ONLY

There were no items for information purposes only.

There being no further relevant business the meeting was declared closed at 8.45pm

CHAIRMAN

DATED