

# MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 19<sup>TH</sup> JANUARY 2022 AT 8.03PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE.

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## Committee Members present:

S Hayes (Chairman), B Collier, A Cooper, Mrs M Cooper, S Dhaliwal, D Matthews, J Talbot

## Also present:

Town Clerk – Mrs K Elliott-Turner, one member of the public

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### **1/22 APOLOGIES FOR ABSENCE**

There were none, as all committee members were present.

### **2/22 DISCLOSURE OF MEMBERS INTERESTS AND REQUESTS FOR DISPENSATION**

There were no disclosures of members interests or requests for dispensation.

Members were 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.

### **3/22 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

No requests to speak.

### **4/22 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

#### Matters Arising for Information

Minute 24/21 – we have received notice from Central Bedfordshire Council, that the consultation which was due to start in January 2022 regarding use of the Oak Hall in the Greenacre Centre for a relocated Stotfold Library service, has now been put back until at least April 2022. This is due to the number of large Central Bedfordshire Council consultation underway prior to the start of this one.

### **5/22 EXECUTIVE ACTION – HIRE OF OLD ARCHIVES ROOM, SIMPSON CENTRE**

Members noted executive action taken by the Clerk, in consultation with the Chairman, to permit hire of the old archives room in the Simpson Centre as additional, temporary storage for tenant Box of Cakes, at £10 per week.

### **6/22 EXECUTIVE ACTION – MEMORIAL HALL CLEANING CONTRACT**

Members noted executive action taken by the Clerk, in consultation with the Chairman, to agree a cleaning contract with Legacy Contract Cleaning (who also clean the Greenacre Centre) for the Memorial Hall, commencing 4<sup>th</sup> January 2022, following the retirement of our Caretaker.

### **7/22 GREENACRE CENTRE – DOOR OPENING MECHANISM**

Following a recent issue with the door opening mechanism, members considered purchasing a coding unit which will highlight faults by a code and where appropriate should allow a reset without needing to call out engineers.

**RESOLVED** to purchase a coding unit to enable fault codes to be read on the Greenacre Centre front door opening mechanism. £172 plus vat.

**8/22 FOOTBALL CLUB – BUILD DEFECTS/SNAGGING UPDATE**

With the 2 year defects period nearing, a site meeting was held before Christmas at the Football Club's clubhouse, Arlesey Road, to pick up on outstanding defects and snagging items. The latest defects list was referred to, with most of the items completed.

**9/22 ACCESS AUDIT 2021/2022 – MEMORIAL HALL AND GREENACRE CENTRE**

**RESOLVED** that the draft Access Audit for the Memorial Hall and Greenacre Centre 2021/2022 is approved.

**10/22 FIRE RISK ASSESSMENTS 2021/2022 – MEMORIAL HALL, GREENACRE CENTRE AND SIMPSON CENTRE**

**RESOLVED** that the draft Fire Risk Assessments for the Memorial Hall, Greenacre Centre and Simpson Centre 2021/2022 are approved.

It was noted that replacement fire doors will be included in the Memorial Hall refurbishment project.

**11/22 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

There being no further business, the meeting was closed at 8.17pm

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**