

MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 20TH MARCH 2019 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

Committee Members present: S Hayes (Chairman)

Mrs S Bundock	Mrs A Clarey
A Cooper	Mrs M Cooper
S Dhaliwal	D Matthews

Also present: Councillor B Saunders and the Town Clerk – Mrs K Elliott-Turner

13/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Collier.

14/19 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

Councillor Cooper declared an interest in item 5 (request for free let for Community Christmas Fayre Committee) – as Chairman of the Committee. 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.

15/19 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

16/19 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

17/19 FREE LET REQUEST – MEMORIAL HALL

As Councillor Cooper had previously declared an interest in this item, he left the room during voting. Councillor Mrs Clarey also declared an interest as her husband is the Treasurer of the Community Christmas Fayre Committee.

Members considered 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 Guides Association. Cost to the Council £195.

RESOLVED that the request by the Stotfold Community Christmas Fayre Committee for a free let of the Rear Hall and Main Hall of the Memorial Hall for their Christmas Fayre on 23rd November 2019 is granted.

18/19 GREENACRE CENTRE – CONTINUATION OF DISCOUNTED RATE

Members considered 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.

RESOLVED that the request to continue the previously agreed discounted rate for NHS Blood Donors is granted for the further 2 provisionally booked sessions, plus any future bookings at the Greenacre Centre. Discount to be applied 66% of the booking fee.

19/19 SIMPSON CENTRE – BOX OF CAKES CAFÉ

Members considered a request 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 electrician has been asked to assess whether this is possible and has provided a quote of £360 plus vat to do the work. Such additions to the building fall to the tenant, however permission must be granted by the landlord (Council).

RESOLVED that the request from the Simpson Centre tenant (Box of Cakes) to install a cooker circuit in the former Bistro Room forming part of the Box of Cakes café is granted, at the tenant's cost and using Terry Seymour to carry out the work. If the tenant prefers an alternative contractor, this is acceptable, however we require the work to be certificated on completion. There may also be a requirement to upgrade the room's smoke detectors from smoke detectors to heat detectors to accommodate the cooker addition. This will be investigated, and any cost to do the work is to be met by the tenant.

20/19 COUNCIL CHAMBER LIGHTING

Members considered a quote from Terry Seymour electrician to isolate the lighting panel above the 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.

RESOLVED that the quote from Terry Seymour to carry out lighting panel isolation work in the Council Chamber at a cost of £100 plus vat is approved.

21/19 GREENACRE CENTRE – OAK HALL LIGHTING

Further to the quote from Terry Seymour to replace the x5 faulty dimmable 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), his previous notification that there are no alternatives if we wish to retain the ability to dim the lights as the alternative LED lights are not currently dimmable has been updated, and now advises that the manufacturers/suppliers confirm that new panels as of 1st March this year are now dimmable via a specialised transformer ballast. Therefore, if the Council wish to replace the 5 faulty fittings in the Oak Hall with new dimmable LED panels the cost will be £940 plus vat.

The Chairman felt that it was possible to find cheaper units and will investigate and ask Terry Seymour for a breakdown of his quote.

22/19 MEMORIAL HALL & GREENACRE CENTRE COMPLAINTS

No complaints regarding noise, parking, etc have been received for either building.

23/19 BUDGET & RESERVES REVIEW

Members considered the Budget & Reserves Review report as at month 11. There were no points of concern.

RESOLVED that any remaining funds in this committee's budget at the end of the financial year are vired equally between Earmarked Reserves Buildings Fund and the Greenacre Centre Sinking Fund.

24/19 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Members were advised that the second Greenacre Centre keyholder has resigned this week due to ill health. We now have two keyholder vacancies for the building, which are being advertised with an application deadline of 18th April. Thanks were given to the outgoing keyholder for his work, and also to the two Memorial Hall keyholders who have been covering during his periods of absence and for the first vacancy cover.

There being no further business, the meeting closed at 7.24pm

CHAIRMAN

DATED