

**MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 16<sup>TH</sup> OCTOBER 2019 AT 7.48PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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Committee Members: S Hayes (Chairman)

Mrs S Bundock	Mrs A Clarey
B Collier	A Cooper
Mrs M Cooper	S Dhaliwal
D Matthews	J Talbot

Also present: the Town Clerk – Mrs K Elliott-Turner

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**64/19 APOLOGIES FOR ABSENCE**

There were none as all committee members were present.

**65/19 DISCLOSURES OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA**

There were none. 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.

**66/19 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

**67/19 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

The Clerk advised that one of the part-time keyholders for the Greenacre Centre has resigned, with her last day of employment being 31<sup>st</sup> October. The Clerk is meeting a potential replacement tomorrow, with an anticipated start date of 1<sup>st</sup> November.

**68/19 LETTING DISCOUNT REQUEST – GREENACRE CENTRE**

Members considered a request for a retrospective discounted hire from a hirer who held an Afternoon Tea for Breast Cancer Care in the Greenacre Centre (Oak Hall) on Saturday 28<sup>th</sup> September 2019. Hire fee already paid £150. A copy of the letter was circulated to members.

Our policy on free or discounted hire of our buildings is only 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. Requests for free or discounted hirer must be made in writing to the Buildings Management Committee in good time before the booking.

Members gave due to consideration to the request, and although the cause for which the event was raising money is considered to be very worthy, this request does not comply with our lettings policy.

**RESOLVED** that the request for a retrospective discounted let of the Oak Hall on 28<sup>th</sup> September is declined, with apologies and an explanation that although the cause is considered to be very worthy, it goes against our lettings policy.

**69/19 HIRE CHARGES**

- i) Members carried out a review of the hire charges for the Memorial Hall.

**RESOLVED** that the charges for the Memorial Hall are not increased for 2020/2021, and remain as:

SATURDAY/SUNDAY		PER HOUR
Main Hall, Kitchen & Extension		15.00
Extension only		11.00
Rear Hall		11.00
Bar £10.00 per booked session		
WEEKDAYS		PER HOUR
Main Hall, Kitchen & Extension		14.00
Extension only		10.00
Rear Hall		10.00
Bar £10.00 per booked session		

The Saturday rate for the hire of all rooms of the Memorial Hall from 9am to 12.30am remains at £400.

- ii) Greenacre Centre – Oak Hall, Maple Room and Council Chamber

**RESOLVED** that the charges for the Greenacre Centre are not increased for 2020/2021, and remain as:

SATURDAY/SUNDAY	Per hour
Oak Hall – to include use of kitchen	£30.00
Maple Room - three hour session, OR	£25.00
Maple Room – hourly rate	£10.00
Council Chamber – three hourly session	£25.00
WEEKDAYS	
Oak Hall – to include use of kitchen	£24.00
Maple Room – three hour session, OR	£25.00
Maple Room – hourly rate	£10.00
Council Chamber – three hour session	£25.00

The Saturday rate for hire of the Oak Hall plus kitchen from 9am to 12am shall be £400.

Noted that the current policy is not to permit parties in the Greenacre Centre that finish later than 9pm.

With regard to charges in general, it was:

**RESOLVED** that:

- The damages deposits for the Memorial Hall (£250.00) and the Greenacre Centre (£100.00) are to remain at this price, which reflects the insurance excess on each building.
- Fees are doubled for non-parishioners.
- Where a regular hirer is not a Stotfold Parishioner, they will be charged the single rate only, plus their 10% discount.
- A £100 fee will be applied to all parties in the Greenacre Centre involving food and alcohol, to be paid prior to hire. This will be to cover any cleaning of the facilities.

#### **70/19 EXCLUSION OF PRESS & PUBLIC**

Under section 3d of Standing Orders, it was:

**RESOLVED** that the press and public are temporarily excluded from the meeting whilst matters pertaining to staff are discussed and that they are therefore instructed to withdraw from the meeting.

#### **71/19 SALARIES – CARETAKER/KEYHOLDER STAFF AT MEMORIAL HALL AND GREENACRE CENTRE**

Members were asked to consider 2020/2021 salaries for the caretaker and keyholder at the Memorial Hall, and two keyholders at the Greenacre Centre.

**RESOLVED** that the following is awarded for 2020/2021 - a 1% increase on the hourly rate for the Memorial Hall Caretaker and a 1.7% increase on the hourly rate for the three part-time keyholders (Memorial Hall and Greenacre Centre). The £1 per booking bonus is to remain.

Members of the press and public were permitted readmittance at the conclusion of this item.

#### **72/19 REVIEW OF ACTIVITIES AND EXPENDITURE PRIOR TO CONSIDERING ESTIMATES**

##### Greenacre Centre – service contracts

For ease of accounting, during the current financial year, although this nominal code £538) is attached to the Greenacre Centre (cost centre 55), expenditure has been included for the Memorial Hall (cost centre 52). The Clerk requested that for future years, the service contracts budget line is attached to Buildings General (cost centre 53).

Members were happy to agree any changes to budget lines that will aid accounting purposes.

**73/19 ESTIMATES FOR YEAR 2020/2021**

Members were previously provided with a copy of the figures for the first six months of the current financial year and undertook an appraisal before the estimates of the general running costs for the committee were considered.

Estimate figures for 2020/2021

Estimated running costs:	£103,254
Less estimated income:	£ 39,065
<b>Total</b>	<b>£ 64,189</b>

With regard to the committee's earmarked reserves, it was felt that there is currently sufficient held for the specific purposes of each reserve.

**RECOMMENDED** that

- i) The sum of £64,189 is submitted as this committee's budget request for 2020/2021.
- ii) No additional sums are submitted for this committee's Earmarked Reserves for 2020/2021.
- iii) These amounts are to be submitted to the Establishment Committee for collation with other committee requests, in order to produce a draft council budget and precept request for approval by full council

**74/19 ITEMS FOR INFORMATION PURPOSES RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

There being no further business, the meeting closed at 8.22pm

**CHAIRMAN**

**DATED**