

MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 18TH MARCH 2020 AT 7.20PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

Committee Members present: S Hayes (Chairman)

Mrs S Bundock	B Collier
A Cooper	Mrs M Cooper
S Dhaliwal	D Matthews

Also present: Councillors H Pickering and B Saunders, and the Town Clerk – Mrs K Elliott-Turner

1/20 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs A Clarey and J Talbot.

2/20 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

Councillor Cooper declared an interest in agenda item 5, free let request by Stotfold Community Christmas Fayre Committee, as he is Chairman of that 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.

3/20 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

4/20 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Clerk's Report

The Clerk advised that due to Government guidance relating to the current Coronavirus (COVID-19) pandemic, she had taken executive action, after consulting with the committee chairman, to close both the Memorial Hall and Greenacre Centre to hirers. This will initially be up until 31st May 2020, when the situation will be reviewed. Hirers with bookings paid in that period will receive full refunds, and deposits for future bookings will be returned. No further future bookings will be taken until the Government lifts current restrictions.

The exception is NHS blood donation sessions, and they have forthcoming previously booked sessions in the Greenacre Centre and have asked to be able to use the facility for emergency sessions. There will be no charge to the NHS for their bookings during this period (they currently have a reduced rate), subject to them providing a deep/thorough clean after each session.

The Clerk advised that she had received confirmation from our insurers, Zurich, that the business interruption cover is not provided in this situation, as this usually covers where your property is damaged by flood or fire for example. It also covers some 'non-damage' business interruption, which includes specified diseases. However, it does not include diseases linked to pandemics, such as Coronavirus, because it is difficult to quantify the risk.

The Government is introducing a fund for businesses to claim up to £25,000, however it is believed that it doesn't cover local councils but could be claimed by tenants of our facilities or hirers having small businesses.

The Clerk was asked to note the cost to the council of closure of our facilities during this period.

5/20 MEMORIAL HALL – FREE LET REQUEST – STOTFOLD COMMUNITY CHRISTMAS FAYRE

Members considered a request from Stotfold Community Christmas Fayre for a free let of the Memorial Hall (main hall and rear hall) for this year's event on Saturday 21st November 2020. Use of both rooms from 10.30am to 6pm. Cost to Council £195.00. A copy of the request letter was provided for members.

RESOLVED that, subject to the Coronavirus restrictions being lifted by then, Stotfold Community Christmas Fayre are given a free let of the Memorial Hall on Saturday 21st November 2020, as per times above.

6/20 MEMORIAL HALL – DISCOUNTED LET REQUEST –STOTFOLD GOOD NEIGHBOUR GROUP

Members considered a request for a 50% discounted let from Stotfold Good Neighbour Group for the rear hall of the Memorial Hall, on a Friday afternoon, weekly. They have requested a further 6th month period (the last period expired January 2020, so is part retrospective), however for ease of financial management, the Clerk requests that consideration is given for the requested period to be from January 2020 to end March 2020, and then for a full financial year period. Cost to the council if 50% discounted rate is applied, for period January 2020 to end March 2021 is £1,023.75.

RESOLVED that a 50% discounted hire rate is given to Stotfold Good Neighbour Group for their Friday afternoon chair-based exercise classes in the rear hall of the Memorial Hall, to be applied from January 2020 to end March 2020, and then for a full financial year period 2020/2021.

7/20 MEMORIAL HALL – STAGE CURTAIN TRACK SYSTEM

The stage curtain track system was not operating properly, and a specialist company was asked to repair. On inspection, they advise that the current track system is old, is likely to develop a fault again due to its age, and is not compliant with latest safety standards, e.g. the winding mechanism should not be exposed as it is, potential for misuse and is a safety hazard – finger entrapment, etc. Members considered a quote to remove the existing track system and replace with a new 'T60' system. £1,895 plus vat.

RESOLVED that the quote from Cameo Curtains to remove the existing stage curtain track system and replace with a new system, at £1,895 plus vat, is accepted. Funds from Earmarked Reserves – Buildings Fund.

8/20 GREENACRE CENTRE – REPLACEMENT OF GRAVEL SURROUND

Members considered options and quotes for replacement of the gravel surrounding the Greenacre Centre building. The preferred option was a resin bound aggregate, allowing for drainage, removing the existing gravel which has been causing a safety issue by catching under the fire doors, damaging the grass cutting contractor's equipment and causing a potential risk of damage to adjacent parked vehicles.

RESOLVED that the quote from Hertfordshire Driveways Ltd to provide resin bound aggregate edged with block paving and aco line drain, at £7,140 plus vat is accepted.

9/20 GREENACRE CENTRE – USE OF CAR PARK – FESTIVAL FETE

This item was for members to consider offering use of the Greenacre Centre rear car park for this year's Festival Fete, taking place at Roecroft Lower School adjacent to this facility, on Saturday 20th June 2020, however due to the Coronavirus pandemic, this event has been cancelled, and so this item falls.

10/20 GREENACRE CENTRE – REQUEST USE OF CAR PARK – PIPPIN PRE-SCHOOL

To consider a request from Pippin Pre-School to be able to use the Greenacre Centre car park on a regular basis. A copy of the request from the Pre-School Manager was circulated to members.

RESOLVED that for now, we cannot accommodate their request, and will reconsider once we have extended our car park.

11/20 GREENACRE CENTRE – REGULAR HIRERS AT WEEKENDS

At present, the hiring policy for the Greenacre Centre does not permit regular hirers at the weekend (the Memorial Hall does). The office has received enquiries from potential regular hirers as to whether they could use the facility on a regular basis at the weekend but have had to be turned away. As the hiring policy for the facility does not permit parties beyond 9pm, we have seen a marked reduction in large adult parties. Children's parties still continue but are generally in the afternoon. Members considered an amendment the hiring policy for the Greenacre Centre (all hireable rooms) to permit regular hirers to book during the morning only at weekends. This will still allow for children's parties or similar during the afternoon and early evening.

RESOLVED that the Greenacre Centre hiring policy is amended to permit regular hirers on Saturdays and Sundays, mornings only.

12/20 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 to the Buildings Fund Earmarked Reserves.

13/20 MEMORIAL HALL & GREENACRE CENTRE COMPLAINTS

There have been no complaints regarding noise or parking after bookings in either facility, however following a required letter drop advising of a forthcoming event, a few concerns were expressed in advance over potential parking issues the booking might cause. During the booking the chairman visited the Greenacre Centre twice to check for any parking issues, there were none, and no complaints were received after the event. The hirer had contacted those who had purchased tickets and asked them to park considerately.

14/20 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

15/20 EXCLUSION OF PRESS AND PUBLIC

Under section 3d of Standing Orders, the Chairman proposed that the press and public are temporarily excluded whilst matters pertaining to contractual issues are discussed and that

they be instructed to withdraw from the meeting for the following agenda item only.

Agreed by members

16/20 FUTURE OF SIMPSON CENTRE BUILDING

Members were given an update on one potential option for the future of the Simpson Centre building. The chairman was asked to continue with his feasibility study and come back with other options for consideration.

There being no further business, the meeting closed at 8.29pm

CHAIRMAN

DATED