

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



14 March 2024

Members of the Buildings Management Committee: Councillors S Hayes (Chairman), S Buck, Mrs M Cooper, S Dhaliwal, D Matthews, B Saunders, J Smith, J Talbot.

You are hereby summoned to attend the Buildings Management Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 20 March 2024 at 7.00pm** for the purpose of transacting business detailed in the agenda.



Emma Payne
Town Clerk

Members of the public:

In addition to attending in person, you are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#) Please note, our meetings may be recorded for minute taking purposes, and will be deleted after minutes are approved.

Members of the public are invited to observe the meeting and may participate at the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance enquiries@stotfoldtowncouncil.gov.uk or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS**
 - a) Members to declare interests in respect of any item on the agenda.
 - b) Proper Officer to consider written requests from members for dispensations
Members are 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. **PUBLIC SECTION**

Members of the public to speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.
4. **MINUTES OF PREVIOUS MEETING**

Members are asked **to resolve** that the minutes of the Buildings Management Committee meeting held on 17 January 2024 are a correct record.

5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FOR INFORMATION

6. REPORTS TO COMMITTEE

6.1 Cleaning Contract

To receive a report on the renewal of the current cleaning contract

6.2 Safer Neighbourhood Group Use of Meeting Space

To ratify the delegated decision of the Chair and Town Clerk to allow the Safer Neighbourhood Group to use a meeting room at the Greenacre Centre free of charge.

6.3 Community Café – Use of Maple Room

To receive a request from the Churches Together group to extend their use of the Maple Room.

6.4 Stotfold Community Christmas Fayre 2024

To receive a request to use the Memorial Hall for the annual Christmas Fayre.

6.5 Memorial Hall

a) Repairs to Road at the Memorial Hall/White Lining in Car Park

To consider repairs to the road surface at the memorial hall and relining the car parking pays

b) Disabled Car Parking Provision

To receive a complaint about the provision of disabled car parking spaces at the Memorial Hall

c) Children's Tables and Chairs

To consider the purchase of smaller tables/chairs which are designed for use by children.

6.6 Legionella Testing

To consider the testing regime for the legionella testing of all sites within the control of the Town Council.

6.7 Relocation of Kitchen Equipment and Chairs from GAC/Memorial Hall/Roecroft Centre

To receive a report on this item and note its contents.

6.8 Arlesey Road Toilets

To consider installing a radar lock on the disabled toilets at Arlesey Road.

6.9 Asbestos Report

To note the asbestos report for all sites within the Town Council's control.

6.10 Reorganisation of Offices at GAC

To note the organisation of the Town Council offices to accommodate the enhanced staff structure.

6.11 Heads of Term of Library Relocation

To receive an update on this item.

6.12 Work Programme

To receive and note this Committee's Work Programme

7. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

8. DATE OF NEXT MEETING

To be confirmed.