

# MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 31<sup>st</sup> MAY 2023 AT 7.20PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE.

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## Committee Members present:

S Hayes (Chairman), S Buck, D Matthews, B Saunders, J Smith, J Talbot

## Also present:

Ms C Jenkins – Acting Town Clerk, 2 members of the public, Councillors A Hall and Mrs J Hyde.

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### **8/23 ELECTION OF VICE CHAIRMAN**

Members were asked to elect a Vice Chairman for the committee. Councillor Danny Matthews was nominated and seconded.

**RESOLVED:** that Councillor Danny Matthews is appointed Vice Chairman

### **9/23 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Mrs Cooper and Dhaliwal

### **10/23 DISCLOSURE OF MEMBERS INTERESTS AND REQUESTS FOR DISPENSATION**

Councillor A Hall declared an interest in item 11, Greenacre Centre Car Park use, as he had been approached on the item. 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.

### **11/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

Carly Ramsay spoke to councillors regarding her business, Pix Gymnastics. They are currently hiring the Pix Brook school for classes but are finding problems in storage facilities for their equipment. They have asked if they are able to hire the memorial hall and have some storage space.

**RESOLVED:** that members agreed to make the rear hall cupboard available to store items needed for the toddler and parent groups, who would be hiring the hall.

### **12/23 MINUTES OF PREVIOUS MEETING**

**RESOLVED** that the minutes of the Buildings Management Committee meeting held on 15<sup>th</sup> March 2023 are confirmed as a correct record.

### **13/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

The assistant clerk raised the possibility of moving of the Greenacre Chairs to the Memorial Hall. This will not be completed until nearer the Library move to the Greenacre Centre, or the re-furnishment of the Memorial Hall. It was noted that

the chairs that are currently in the Memorial Hall would be ideal to move to the Roecroft Centre.

#### **14/23 PIX GYMNASTICS CLUB**

Members had already discussed this item during the public participation.

#### **15/23 FREE LET: MEMORIAL HALL**

Members discussed a request for a free let of the memorial hall by the Stotfold Christian Choir.

**RESOLVED:** that the free let be granted to the Stotfold Christian Choir. Enquiries would be made as to what charity the proceeds are being donated to.

#### **16/23 ANNUAL LIGHTNING TESTING QUOTES**

Councillors were asked to check quotes from 2 contractors, Cuttings and Omega, with a view to carrying out Annual Lightning testing at the Greenacre Centre and Cemetery Chapel.

**RESOLVED** that testing would be carried out by Cuttings for a fee of £370.00 + VAT for both premises.

#### **17/23 HALL HIRE CHARGES**

Councillors noted from the Facilities officer that we have had several concerns raised regarding the charges for the memorial hall. Due to the first hour being at a different rate to following hours, the invoices are complex for hirers.

**RESOLVED** that the memorial hall fees will be changed to a flat rate of £17.00 per hour as of 1 June 2023.

#### **18/23 GREENACRE CENTRE CAR PARK**

Councillor Andrew Hall had been approached by Pippin nursery staff to ask if staff could park in the Greenacre Centre car park to avoid congestion around the nursery area. It was noted that in 2023-2024, the library will be at the Greenacre Centre and parking will be needed for those using the facilities. It may be considered in the future to extend the car park at the Centre if the need arises.

**RESOLVED** that members regrettably refused this request due to costs of liability and insurance.

#### **19/23 FIRE WARDEN TRAINING**

Members noted a quote from T&J Fire for Fire Warden training and the evacuation process at the Greenacre Centre. Under Health and Safety, Fire drills and evacuation of the building should be carried out every 6 months. Total price is £388.50+VAT to train up to 12 people.

**RESOLVED** that training would be organised with T&J Fire for the fee of £388.50+VAT, with up to 12 people to attend.

## **20/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

- PAT testing – quote so far is £150.00 for 120 items, anything over would be £40.00 for additional items, should be testing every 12 months. All movable items in the offices, plus councillor laptops
- COSH data sheets – not circulated, suppliers to be contacted for sheets, to copy, laminate and file. Data sheets to be collected from cleaning contractor.
- Address regular plan for all buildings – to be checked check annually. ie all public toilets, memorial hall, Greenacre centre.

There being no further business, the meeting was closed at 8.09pm.

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**