



MINUTES OF THE MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 25 SEPTEMBER 2024 AT IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD AT 19:00

Present:

Councillors S Hayes (Chairperson), D Matthews (Vice Chairperson), S Buck, J Bendell, M Cooper, S Dhaliwal, and N Venneear.

Also Present:

Cllr L Miller

Cllr Headington (virtual)

In attendance:

E. Payne - Town Clerk

1 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hyde, Saunders, and Talbot. It was **RESOLVED:**

To accept apologies.

2 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

There were no Declarations of Interest relating to items on the Agenda.

3 PUBLIC SECTION

There were no Members of the Public present.

4 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting held on 17 July 2024 were received and it was **RESOLVED** to:

Adopt them as true record of the meeting.

5 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

The Clerk's report was received. Members were advised that the Clerk had received an item of correspondence about setting up an Emergency Centre for people in distress during emergencies e.g. flooding. Members requested that this was brought to the next meeting.

Cllr Cooper reminded Members that the Greenacre Centre is the emergency centre for Roecroft School. The relocation of the library may affect this status, and the Clerk was asked to raise this with the school.

Members sought clarification installation of the Mossman AED. They were advised that it had been delivered and Officers are waiting on a date for installation. on the EV charging points.



Members asked for an update on the EV charging points at the Memorial Hall. There was an update in the Clerk's report and an installation date was due in the next calendar month. It was **RESOLVED** to:

- a) *The Town Clerk to liaise with Roecroft School regarding emergency use of the Greenacre Centre.*
- b) *The Clerk to bring an item to the next meeting about using the Greenacre Centre as an Emergency Hub.*
- c) *Note the report.*

6 REPORTS

6.1 Fees & Charges 2025-26

Members received a report with proposed hall hire charges for 2025-26. It was **RESOLVED** to:

Recommended the updated fees and charges to the Governance & Resources Committee.

6.2 Budget 2025-26

Members received the proposed budget for 2025-26 for this Committee. Members noted the zero income for the Simpson Centre after the relocation of the library and the implications on the rates and utilities. Members reviewed the proposed income for the Memorial Hall, and it was agreed to increase this to £25K. The income for the Greenacre Centre was queried with the relocation of the café and the forecast figure for 2024/25. The Clerk will review this figure.

It was **RESOLVED** to:

Recommended the updated fees and charges to the Governance & Resources Committee

6.3 Memorial Hall Feasibility Study

Members received a report on undertaking a feasibility study for the refurbishment of the Memorial Hall. It was **RESOLVED** to:

- a) ***Commission a full structural survey of the Memorial Hall at a cost of £900 to be undertaken by Ashridge Surveyors.***
- b) ***Once the structural survey has been undertaken commission a feasibility study for the Memorial Hall after the structural survey has been completed at a cost of £185 to be undertaken by Andrew Allen.***

6.4 Citizen's Advice at GAC

Members received a report regarding Citizen's Advice using the Greenacre Centre for outreach. It was **RESOLVED** to:

Approve the free use of a room at the Greenacre Centre for Citizen's Advice to operate an outreach service.



6.5 Simpson Centre Fire Risk Assessment

Members received a report on recommended repairs and upgrades to the Fire Alarm system at the Simpson Centre. It was **RESOLVED** to

- a) ***Approve the repairs as outlined in the report at a cost of £1,548.78.***
- b) ***Commission a fire risk assessment at a cost of £900.***

6.6 Political Party Use of Town Council Facilities

Members received a report on the use of Town Council facilities by political organisations. Members considered the importance of residents to have access to Members of Parliament and the security issues that have arisen previously with attacks on MPs. It was **RESOLVED** to:

- a) ***Subject to a suitable risk assessment the Town Council will hire facilities to the sitting Member of Parliament.***
- b) ***The Town Clerk will devise a protocol for the hiring of facilities to be agreed by the next meeting.***

7 WORK PROGRAMME

Members received this Committee's Work Programme. It was **RESOLVED** to note the report.

8 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were no items raised.

9 DATE OF NEXT MEETING

Wednesday 27 November 2024.

10 CONFIDENTIAL ITEMS

10.1 Simpson Centre

This item will be deferred to Full Council meeting on 9 October 2024.

10.2 Stotfold Library

This item will be deferred to Full Council meeting on 9 October 2024.

The meeting closed at 19:40.

SIGNED BY CHAIR:

MINUTES APPROVED (date):