



**MINUTES OF THE MEETING OF BUILDING MANAGEMENT COMMITTEE HELD AT THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON WEDNESDAY 7 JANUARY 2026 AT 19:00**

**Present:**

Cllr D Matthews (Chair), Cllr S Hayes (Vice Chair), Cllr J Bendell, Cllr M Cooper, Cllr J Hyde, Cllr B Saunders, Cllr N Venneear

**Apologies:**

Cllr J Talbot

**Also Present:**

Cllr S Buck (Mayor), ex officio  
Cllr J Smith (Deputy Mayor) ex officio  
E Payne, Town Clerk  
C Rogers, Project Officer

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**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Talbot.

**Decision: It was RESOLVED to accept apologies.**

**2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS**

Cllr Saunders declared an interest in item 5, The Clerk's report as the Chair of the Mossman Committee.

**3. PUBLIC SECTION (MAX. 15 MINUTES)**

There were no members of the public present.

**4. MINUTES OF THE PREVIOUS MEETING**

Members received the minutes of the meeting held on 24 September 2025.

Cllr Cooper queried that there was no mention of the licence for food vendors at the football club, and it was noted that was all in hand.

**Decision: It was RESOLVED to adopt the minutes of the meeting held on 24 September 2025 as a true record of the meeting.**

**5. CLERK'S REPORT AND ACTION TRACKER**

Members received the Clerk's report and action tracker. There were no specific queries raised.

**Decision: It was RESOLVED to note the Clerk's report and action tracker.**

Cllr Saunders declared an interest in the Clerk's report as the Chair of the Mossman Committee.



## **6. REPORTS TO COMMITTEE**

### **6.1. Legionella Contract**

Members were asked to note the delegated decision of the Chair of the Committee and the Town Clerk regarding the appointment of a three-year legionella contract.

**Decision: It was RESOLVED to note the delegated decision of the Chair of the Committee and the Town Clerk to appoint Dantek Environmental Services as the Town Council's legionella contractor, at a cost of £7,632.00 for three years.**

### **6.2. Legionella Policy**

Members were asked to adopt the Legionella Policy to ensure consistent compliance across all sites.

**Decision: It was RESOLVED to recommend to Full Council that the Legionella Policy is adopted.**

### **6.3. Fire Safety Contract**

Members received a report with recommendations to appoint a contractor to undertake fire safety contracts at all town council sites. It was explained that there are currently several contractors across the sites, and this approach regularises the inspection regime. It was noted that there is a 5% increase in costs in year three for quote A, and this is quite normal when long-term contracts are being quoted for.

**Decision: It was RESOLVED to appoint RES Fire as the Town Council's fire safety contractor at an annual cost of £1,906.95 for three years with a 5% increase in year three.**

### **6.4. Memorial Hall Fire Alarm Upgrade**

Members were advised that following the recent fire risk assessment, the current fire alarm in the Memorial Hall does not meet the relevant British Standard for a building of its size. Quotations from three companies were reviewed, with a preference for quote A due to its better panel system and slightly lower cost. Members asked if the contractors had been made aware of the asbestos on site and were advised that all contractors had been provided with a copy of the asbestos survey and management plan.

**Decision: It was RESOLVED to award the fire alarm upgrade to RES Fire at a cost of £8,150.04.**

### **6.5. Memorial Hall Storage**

Members discussed introducing storage charges for regular commercial hirers, with a minimum charge of £10 per week, allowing staff discretion to adjust based on the size of storage required. Members agreed to not charge charities and not for profit organisations.

Members also agreed to implement more robust storage agreements with terms and conditions. Members were advised that this storage would be a different location as the current area being used for storage was not suitable due to the proximity of the boiler and electrical installation which is a fire risk.



**Decision:** It was RESOLVED to

- a) Implement a storage charge at a maximum of £10 per week for all commercial businesses who regularly hire the building, while allowing charities and not-for-profit organisations to continue to use storage facilities free of charge from 1 April 2026, with staff having discretion on the charge depending on the amount of storage required.
- b) To implement a more robust storage system with terms and conditions being issued from 1 April 2026.
- c) That the terms and conditions for regular hirer storage should be approved by this committee at its meeting in March 2026.

**Task:** Deputy Clerk to notify all regular hirers of the new charge.

**Task:** Deputy Clerk to draft up terms and conditions to be agreed by the Committee at its meeting in March 2026.

#### **6.6. Memorial Hall Hire Charges**

Members reviewed the hire charges for the Greenacre Centre and Memorial Hall for the next financial year. It was agreed not to increase the hire charges, considering the current financial climate and VAT implications.

**Decision:** It was RESOLVED that the hire charges for the Green Acres Centre and Memorial Hall will not be increased.

#### **6.7. Simpson Centre**

Members received a report outlining the occupation of the Simpson Centre to mitigate business rates liability. A delegated decision had been taken by the Chair of the Committee and the Town Clerk to process this proposal to take advantage of the savings in business rates. The proposal to continue using the centre for storage and other purposes was agreed upon, recognising the financial benefits.

**Decision:** It was RESOLVED to note the delegated decision of the Chair of the Committee and Town Clerk to agree a temporary storage arrangement at the Simpson Centre to mitigate business rates liability.

#### **6.8. Business Rates Revaluations**

Members received a proposal to review the business rates currently paid by the Town Council in line with the proposed 2026 business rates revaluation. It was proposed to authorise the Town Clerk to undertake primary enquiries into the current rateable values and explore options for reducing business rates. Members discussed the potential costs and benefits of hiring a specialist consultant to assist with the revaluation process.

**Decision:** It was RESOLVED to:

- a) Note the Valuation Office Agency's revaluation process and timescales
- b) Authorise the Town Clerk to undertake primary enquiries into the current rateable values and explore options for reducing business rates.
- c) Receive a further report with options and proposals for the next steps will be provided at a future meeting.



**Task:** Town Clerk to undertake enquiries into the current rateable values and explore options for reducing business rates, reporting to a future meeting.

**6.9. Energy Audit**

Members reviewed a draft specification for an energy audit and carbon footprint assessment. The specification aimed to evaluate energy consumption across council buildings and services, providing recommendations to reduce energy use and costs. Members questioned the inclusion of certain sites, such as the cemetery chapel and toilets, Brook Street and Arlesey Road toilets which were to be excluded from the audit. The Hitchin Road changing rooms would be included as an energy audit could be a useful tool to support future grant applications to replace the changing rooms.

**Decision:** It was **RESOLVED** to

- a) **Approve the revised specification for the energy audit and carbon footprint assessment.**
- b) **Invite quotations from suitably qualified consultants based on the revised specification for the energy audit and carbon footprint assessment.**
- c) **Give delegated authority to the Town Clerk, in consultation with the Chair of the Committee to evaluate the submissions and prepare a recommendation for appointment.**

**Task:** Town Clerk to obtain quotations for the energy audit and carbon footprint assessment from suitably qualified consultants including the evaluation of submissions and preparing a recommendation for appointment.

**6.10. CCTV Policy Review**

Members reviewed the CCTV policy to align with updated legislation. The updated policy was recommended for adoption by the full council.

**Decision:** It was **RESOLVED** to recommend the updated CCTV policy for adoption by Full Council.

**7. DELEGATED DECISIONS**

The Clerk's list of delegated decisions was reviewed, with members briefly discussing costs relating to the business rate mitigation scheme related to the Simpson Centre.

**8. WORK PROGRAMME**

The work programme was discussed, with Members requesting that the formatting to the report was checked before it was distributed as it was hard to read.

**Decision:** It was **RESOLVED** to note the work programme.

**9. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

There were no items raised.



**10. DATE OF NEXT MEETING**

Wednesday 25 March 2026.

**11. CONFIDENTIAL ITEMS**

**Decision:** It was **RESOLVED** that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted. Members were reminded of the confidential nature of the following business to be transacted, and the public and press were excluded from the meeting.

**11.1. Memorial Hall Lighting**

Members received a confidential report with quotes for Memorial Hall lighting.

**Decision:** It was **RESOLVED** that, subject to S106 funding being confirmed, to award the contract to a new lighting system at the Memorial Hall to Thorlux Lighting at a cost of £25,501.56 including installation.

Cllr Cooper requested a recorded vote:

**For:** Cllr Bendell, Cllr Buck (ex officio), Cllr Hayes, Cllr Saunders, Cllr Smith (ex officio), Cllr Venneear.

**Against:** Cllr Cooper

The meeting closed at 20:16

**SIGNED BY CHAIR:** .....

**MINUTES APPROVED (date):** .....