



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON 11th NOVEMBER 2024

Present: Councillors: N. Ingledew (Chair); I. Johnston; S Roche
T. Walton; B. Walton; R. Bean
H. Barbrook (Assistant Clerk)
K. Darby, Bowls Club;

1. Apologies: Cllrs D. Dorey and R Bolton.
The apologies were accepted

2. Public Question Time: There was 1 member of the public present.

Query was raised about whether there was a special rate for hiring the Pavilion buildings when people are raising money for a charitable purpose; there is currently a reduced rate of £14 per hour. **All agreed if an event was raising money for P.C. facilities, then there would be no charge.**

At a recent W.A.L.C. event Wessex Water was promoting the Wessex Watermark Town awards; can be applicable for villages. Could possibly obtain support and advice for a water refilling station which could be installed outside the Pavilion.

Action: Cllr B. Walton will circulate the information to Committee members for consideration at the next meeting.

3. Declarations of Interest

None.

4. To receive the Minutes of the meeting held on the 9th September 2024 and to consider any issues not covered by the agenda

Item 10. Confidential item. A confidential appendix needs to be added to the minutes to outline the contents of this item.

Action: Asst. Clerk

It had been agreed that the Committee would meet at the Pavilion for the November meeting.

All agreed that the Chair would decide which meetings of the Buildings Committee would be held at the Pavilion and arrange a walkabout soon.

The Minutes of the meeting held on 9th September 2024 were taken as read and signed as being a true record.

7.a) Quote received from EFX Solutions for £163.97 to tidy and renew cabling in Pavilion for use of projector and screen, including an instruction sheet. **Accepted unanimously.**

7.g) Installation of new door to Public Toilets completed satisfactorily. However, needs new architrave internally as the lintel has been missing for some time. Quote received from L and J Widows for £340. **Accepted unanimously.**

8.i) Council Offices – Timber on top of railings/repairs to front wall. **Action: Asst. Clerk to chase contractor for a date.**

5. Monitoring of the Budget: Budget Setting 2025/6

Boiler in the Pavilion is wearing out however this is tied up with the review of the use of the Pavilion and would also need to check capacity of solar panels for any new heating system. However, need to build up reserves for any new heating system. Ultrawarm had recommended use of electricity on a day-to-day basis with gas to boost system when needed.

Need to agree TOR for a feasibility study for future of both the Council Offices and Pavilion.

All agreed to propose £5k in the 2025/6 budget for this. Plus need to accrue money for next EICR checks in 5 years' time.

Action: Asst. Clerk to check registration of the Council Offices with Land Registry.

6 Pavilion:

- a. **Issues raised by User Groups:** Bowls Club has cleaned up after their season and thanked the P.C. for the replacement oven; the area is now available for use by other groups.
- b. **Boiler - update on Solar Panels.** Cllr. N. Ingledew has been liaising with Octopus Energy to add on the export tariff from the Tractor Shed as currently still with SSE and checking that they also have the Pavilion export tariff as a credit on the account. **Action: Cllr. N. Ingledew to pursue this with Octopus. Cllr T. Walton to liaise with Clerk about resolving issues with Giff Gaff account.**
- c. **Motion Sensor tap – still awaiting quotes.**
- d. **Electric Hand Driers – updated quotations. Agreed: An overall budget of £1,500 for the installation and purchase of hand driers and to install Handy Dryers Beaver ECO Polished Steel Slimline Hand Dryer 2250; obtain alternative quotes for installation. Action: Asst. Clerk**
- e. **Heating – issues with Thermostat.** Asst. Clerk reported that Ultrawarm are attending in the morning; they had to wait for a replacement part.

Asst. Clerk reported that repairs were made to the taps to the Ladies toilets in The Pavilion at a cost of £90 but contractor advised replacement. Quote received from D.J. Mathias Ltd for £390 inclusive of VAT to replace taps. **Accepted unanimously.**

7. Project updates:

- a. **Pavilion Booking Software.** Asst. Clerk has met with website Manager and it was agreed that the booking system can be linked by a tab to the Box P.C. website. A further meeting being arranged to check all the technical details are correct prior to launch.
- b. **CCTV Policy and processes.** Need to have authorised persons to be data controllers; no images should be kept for more than 28 days and need to check regularly that CCTV is working. **Agreed that data controllers would be all employees and Chairs of Committees; Asst. Clerk to check ISO registration information on data controllers and that no images have been retained; to change cards monthly on the 1st Monday of the month.**

8. Items for discussion:

- a. **Safeguarding Policy**: K. Darby sent policy to Clerk. **Action: Asst. Clerk to circulate to all Committee members ASAP.** Need to decide if the P.C. wants to appoint a Safeguarding Officer; there is a free online training course that all Councillors should do 'Safeguarding for All'; need to think which staff need DBS checks – **to go to the Personnel Committee. The Policy to go to the Full Council meeting Action: Clerk.**
- b. **Council Offices** – Replacement timber to top of railings – still awaiting replacement but railings have been painted. **Action: Asst Clerk to chase for a date by the end of the month.**

9. Jubilee Youth Centre.

Cllr. N. Ingledew, Cllr D. Dorey and Asst. Clerk met with representatives of the Centre; they have now been sent a copy of the lease agreement. Asst. Clerk has arranged to visit the Centre. All agreed that a matrix of responsibilities should be drawn up and agreed,

10. Forward plan/Risk Assessment/Asset Register

This should be updated by the Clerks after each meeting from the minutes. **Action: Format to be discussed at the next Finance and Governance meeting.**

11. Items of report and future agenda items.

Cllr. I. Johnston will arrange another meeting of the Pavilion Working Group now the TOR have been accepted by the Full Council.

Date of next meeting: 13th January 2025

Chair

Meeting closed at 20.53 pm