



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON 8th JULY 2024

Present: Councillors: N. Ingledew (Chair); R. Bean; I. Johnston; S. Roche; D. Dorey; R. Bolton
Mrs Carey (Clerk) H. Barbrook (Assistant Clerk)

1. Apologies: Cllrs T. Walton; S. Parker
The apologies were accepted

2. Public Question Time: There were no members of the public present

3. Declaration of Interest relating to items on the agenda

None

Cllr. N. Ingledew expressed his thanks to the outgoing Chair of the Buildings Committee
Cllr S. Parker for all her hard work and handover notes.

4. a) Election of Vice Chair

Cllr D. Dorey was elected as Vice Chair

b) Review Terms of Reference and associated policies

Add a capital P to word Pavilion; put Tractor Shed in after P.C. Offices then remove
'together with the maintenance of the Tractor Shed; after 'user groups' add in brackets
'may include but not limited to Bowls Club, Youth Club, The Bridge Club and Yoga'; policy
list agreed.

5. To receive the Minutes of the meeting held on the 13th May 2024 and to consider any issues not covered by the agenda

The Minutes of the meeting held on 13th May 2024 were taken as read and signed as
being a true record.

- I. **CCTV** – this is being checked regularly by the Open Spaces Workers. Query about
does the P.C. have a policy for how long it keeps and/or wipes the data? Agreed to
check with the Data Protection Officer and the Police what is the best policy; also to
inform the local Police Officer of where the CCTV covers for information. **Action:**
**Asst. Clerk to make these checks and draft a protocol & policy about CCTV
data.**
- II. **Cleaner** – to be discussed at the Personnel Committee meeting
- III. **Electronic Scoreboard** – this is working well for the Cricket Club

6. Pavilion:

a. Issues raised by User Groups: Bowls Club reported that new W.C. seats are needed;
public toilets – men's toilets are blocked; agreed to ask Open Spaces Workers to see if they
can unblock.

- b. **Boiler replacement**: Still waiting for the information from the battery management application to look at the data from the solar panels. This will be discussed again with John Beazer so that the Committee can look at various options ie using the solar panels to replace the immersion heater
- c. **Motion sensor tap for disabled toilet**: Updated quotes have been requested and not received. **Action: Cllr N. Ingledew will check whether they are needed.**
- d. **Provision of electric hand dryers in the Pavilion toilets**: Updated quotes had been requested; as previous new driers were considered best value at the time it was suggested to revisit the cost of these.
- e. **Regular checks on the Pavilion and general day-to-day maintenance**
There is a defects book in the Pavilion which user groups fill in but nobody is checking this. **Agreed: That the Asst. Clerk will do fortnightly checks of the Pavilion Building including defects requests from User Groups.**
- f. Quote of £790.90 received for remedial work from Fire Alarm Consultancy following last inspection.

Recommendation: To accept quote of £659.08 + VAT from Fire Alarm Consultancy For remedial work to bulkheads

7. Project updates:

- f. **Pavilion Development Working Group**: No meetings have been held since the last meeting; the proposal that in principle to merge the functions of the 2 buildings into 1 in the Pavilion went to the Full Council meeting and was agreed.

All agreed that the working group now needed to redraft its Terms of Reference to take the project forward. **Action: Cllr I. Johnston to redraft and circulate to the working group members; redrafted TOR to go on next agenda of the Buildings Management Committee.**

The Clerk raised the point that she had been advised previously by the Charity Commission to seek legal advice; this had stated that the Deed of Gift did not allow the land and in consequence the Pavilion to be used for Council Offices and/or business as it was left to Parishioners for solely recreational purposes but if the P.C. wanted to pursue the matter to seek further specialist legal advice. This was noted by the Chair of the working group Cllr. I. Johnston.

- g. **Pavilion Booking Software**: The Assistant Clerk reported that the software had been subscribed to and been set up on the test site; it now needed someone to be a volunteer user to trial it. Further work was needed to be able to give the booking system prominence on the Council website to allow ease of booking for the public. **Agreed that Cllr. D. Dorey would help the Asst. Clerk trial the site; that Cllr. R. Bean would reconvene the Comms. Working Group to look at updating the Council website.**

- h. **New door for public toilets**: Quote from L & J Windows Ltd. considered of £ 458.33VAT amount in budget was £3,900.

Recommendation: That this quote be accepted and the door installed.

8. Items for discussion:

- i. **Safeguarding Policy**: A copy of the existing policy had been forwarded to Mr. Derby who had offered to run a generic Safeguarding Awareness Training session for Councillors, Staff and user groups. However, Mr. Derby was not in attendance at this meeting. Agreed to invite Mr. Derby to attend the next meeting to discuss. Asst. Clerk stated

that she would be sending out a training survey to Councillors as the P.C. needed a training policy for both Councillors and staff.

j. Replacement of ovens in the Pavilion:

These have now been installed without extractor fans.

k. Insulation of Tractor Shed: The Open Spaces Workers have continued with insulating the Tractor Shed and have finished the upstairs but now need to complete the downstairs.

l. Council Offices – Timber on top of railings/repairs to front wall – update on quotations. Quotation from Andrew Perkins £494.00 agreed as within delegated authority; work to be carried out.

m. EICR checks

Recommendation: Inspection to go ahead to all buildings at a cost of £915.00 + VAT (except the Cemetery as inspection there just completed) then for a 5 yearly cycle of inspections to be put in place for all buildings.

7. Jubilee Youth Centre; Agreed to request a progress report from Cllr S. Parker who was meeting the Jubilee Youth Centre Management Committee. It was noted that the P.C. needs a formal written agreement with them as they should be funding any repairs as part of the terms of the lease; also P.C. needs a log of any repairs carried out. **Action: Asst. Clerk to follow up.**

8. Forward plan/Risk Assessment/Asset Register Agreed to ask the Finance and Governance Committee who has ownership of these plans and responsibility to update them; it needs to be a live document and to be circulated as part of the Committee meeting documents. Cllr. N. Ingledew will circulate the version he has been working on to all Committee members.

9. Budget: On track

10. Items of Report and future Agenda items: Cllrs expressed concern about the condition of the GreenSquareAccord properties at Rudloe; many residents experiencing significant damp problems. Concern was also expressed about the older properties owned by GreenSquareAccord in Box.

15. Date of next meeting: 9th September 2024

Chair

Meeting closed at 9.00 pm