



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON 13th JANUARY 2025

Present: Councillors: N. Ingledew (Chair); S Roche; D. Dorey;
T. Walton; B. Walton; R. Bean; R. Haslett
H. Barbrook (Assistant Clerk)

1. Apologies: Cllrs I. Johnston and R Bolton. K. Darby & J. Beazer, Bowls Club.
J. Marsh, Green Room
The apologies were accepted

2. Public Question Time:

No members of the public were present.

3. Declarations of Interest

None.

**4. To receive the Minutes of the meeting held on the 11th November 2024 and to
consider any issues not covered by the agenda**

Item 7 b) should read ICO not ISO.

All agreed that as the Upper Pavilion wasn't available on Monday evenings to look
at holding the next meeting in the Lower Pavilion.

Action: Chair & Asst. Clerk.

The Minutes of the meeting held on 11th November 2024 were taken as read and
signed as being a true record.

Re Item 7 b) Box P.C. subscribe to Microshade for Data Protection Officer
services; last invoiced in July 2024.

**All agreed to put on the next Finance and Governance Committee agenda for
discussion.**

5. Pavilion

a) Any issues raised by user groups including complaint by Hirers.

Complaint received from Emma Roy, Yoga teacher about problems with the
heating and cleaning during October and November 2024.

**All agreed to apologise and to offer a 50 % discount for the Monday evening
Yoga bookings total of £99.**

Asst. Clerk reported an issue with communication with the cleaner as has been
unable to get in touch to discuss issues with the Pavilion. **To be discussed at the
next Personnel Committee meeting.**

Committee members discussed issues raised by Hirer Brian Nicholas. As there are a number of issues including possible equipment renewal all agreed to do a **walk round of the Pavilion on the 30th January at 6.30 p.m.**

All agreed that a notice should be put up for out of hours contact in the Pavilion with contact details of the Chair and Vice Chair of the Buildings Committee and the Chair of the Council. Action Asst. Clerk.

b) Boiler – quote to remedy thermostat issues

Some queries about report from Ultrawarm and estimate for remedial work.

Given that the Lower Pavilion not used from September would this affect pressure in the system and/or their assessment for remedial work?

Requested assurance that as far as is possible that the remedial work will resolve the problem? Queried 'removal' of the radiators – permanent or temporary?

Queried "to prove flow" what does this refer to? Installation of TRVs?

Action: Asst. Clerk to enquire from Ultrawarm and email all Committee members with their response prior to Full Council meeting on the 30th January 2025.

Recommendation: That the quote from UltraWarm be accepted with the proviso that the Buildings Committee members' queries about the proposed work have been answered satisfactorily.

c) Motion Sensor tap – Committee members were unhappy with new quote as it was not a motion sensor tap and was battery operated.

Action: Asst. Clerk to pursue new quotes and ensure tap is a motion sensor tap.

d) Electric Hand Driers – Received quote from GreenAcres Electrical for installation of 4 Handy Dryers Beaver ECO Polished Steel Slimline 2250 at the Pavilion.

Recommendation. That the quote from GreenAcres Electrical for installation of 4 hand driers cost £1,575 + VAT total £1,890 be accepted.

e) Replacement lintel to Public toilets

All agreed that as the work needed is only architrave and has been delayed from January to March that this will now be cancelled.

**Action: Asst. Clerk to inform contractor.
Chair of Council and Open Spaces Worker to replace architrave.**

7. Project updates:

f) Pavilion Booking Software. Asst. Clerk has met again with website Manager who has been testing the system; apart from some formatting issues that need resolving should be able to launch it in February.

g) Update from Pavilion Working Group

There was discussion on the legitimacy of using the Pavilion for Council purposes, including the possible co-location of the Parish Offices in the Pavilion. The consensus of the meeting was that the Council can legitimately move the Parish Offices into the Pavilion and that this was confirmed by the Charity Commission email of 13th April 2023.

I Johnston has already asked to meet with the Parish Clerk to review all of the relevant documents

Action: Cllr. D. Dorey will now meet with the Parish Clerk to check the relevant documents including the Land Registry documents for both the Council Office and the Pavilion and the permissions granted for the building of the Pavilion including from the Charity Commission.

Items for discussion:

h) **Council Offices** – Replacement timber to top of railings – work completed.

8. Jubilee Youth Centre.

No update. Matrix of responsibilities still needs to be drawn up and agreed,

9. Forward plan/Risk Assessment/Asset Register

To be updated at joint Forward Plan meeting 15th January 2025.

10. Items of report and future agenda items.

No future agenda items.

Cllr. R. Bean asked if a list of the Nolan principles be displayed at the Pavilion and at the Council Offices.

Action: Asst. Clerk

Date of next meeting: 10th March 2025

Chair

Meeting closed at 20.59 pm