

BOX PARISH COUNCIL

Mrs.M.S.CAREY
Clerk to the Council

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1st July 2024

Dear Councillor,

You are summoned to a meeting of the Buildings Management Committee to be held at the Parish Council Offices on Monday 8th July 2024 commencing at 7.30 p.m. to consider the following Agenda.

Please give apologies to the Committee Chairman or Clerk prior to the meeting

Yours sincerely

M.S. Carey

Margaret Carey
Clerk

A G E N D A

1. To receive any apologies for absence
2. Public Question time
3. Declaration of interest relating to items on the Agenda
4. a) Election of Vice Chair
b) Review Terms of Reference and associated policies
5. To receive the Minutes of the meeting held on 13th May 2024 and to consider any issues not covered by the Agenda
6. **Pavilion**
 - a) Any issues raised by the user groups
 - b) Boiler replacement - update
 - c) Motion sensor tap for disabled toilet – updated quotations
 - d) Electric hand dryers in the toilet – updated quotations
 - e) Regular checks on the Pavilion and general day-to-day maintenance

Project updates

- f) Pavilion Development Working Group
- g) Pavilion booking software – update
- h) New door for public toilets - quotations

Items for discussion

- i) Updating Safeguarding Policy including Councillor training
- j) Replacement of ovens/extractor hood in Pavilion
- k) Insulation of Tractor Shed update
- l) Council Offices - Timber on top of railings/repairs to front wall – update on quotations
- m) EICR checks for all buildings

7. **Jubilee Youth Centre** - update

8. **Forward Plan/Risk Assessment and Asset Management**
Maintenance Schedule – update issues from items discussed

9. **Monitoring of Budget:**

10. Items of Report and Future Agenda items

Date of next meeting - 9th September 2024