



# BOX PARISH COUNCIL

## **MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON 9<sup>th</sup> SEPTEMBER 2024**

**Present:** Councillors: N. Ingledew (Chair);  
D. Dorey; T. Walton; B. Walton  
H. Barbrook (Assistant Clerk)  
K. Derby, Bowls Club; C. Moorhouse, Jubilee Youth Centre.

**1. Apologies:** Cllrs R. Bean, I. Johnston, S. Roche.  
The apologies were accepted

**Absent:** Cllr. R. Bolton.

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

**7. Jubilee Youth Centre.**

Caroline Moorhouse attended on behalf of the Centre. They used to have a Cllr on their Management Committee but this has not happened recently. The Parish Council would like to see a formal agreement put in place with the Centre concerning repairs. Agreed that Cllrs. N. Ingledew and D. Dorey would meet with members of the Centre's Management Committee to discuss; C. Moorhouse to suggest some dates.

**3. Declarations of Interest**

None.

**4. To receive the Minutes of the meeting held on the 8<sup>th</sup> July 2024 and to consider any issues not covered by the agenda**

The Minutes of the meeting held on 8<sup>th</sup> July 2024 were taken as read and signed as being a true record.

**5. CCTV Policy**

Discussion about how long to keep the data, where to store the memory cards and frequency of changing the memory cards.

**Action: Cllr. N. Ingledew to draw up a draft protocol to go to the Finance and Governance Committee.**

**6. EICR checks and quotations for remedial work.**

**Recommendation:** To accept the quotes for remedial work from Greenacres Electrical for the Parish Council Offices, Pavilion and Chapel for £865 + Vat. Not to seek recompense for the quote for remedial work at the Jubilee Centre of £710 + Vat.

## **7. Pavilion:**

a. **Issues raised by User Groups:** Box & Lea W.I. has never had instructions on how to use the projector. **Agreed: To draw up an A4 sheet with instructions on how to use the projector, tidy and label the cables; look at hanging the cables on hooks if possible. Action: Asst. Clerk.**

During the EICR checks contractors had difficulty accessing the bar area in the Bowls Club Bowls Club; K. Derby to provide a key to the P.C. Office.

- b. **Boiler replacement:** Still waiting for data information from the battery management application for the solar panels.  
**Action: Asst. Clerk to speak to Open Spaces Workers and record data on fortnightly checks of the Pavilion and compile a report for the next Buildings Committee meeting.**
- c. **Motion sensor tap for disabled toilet:** Cllr N. Ingledew confirmed that a motion sensor tap was needed. **Action: Asst. Clerk to obtain quotes.**
- d. **Provision of electric hand dryers in the Pavilion toilets:** Quote for 4 hand dryers £1210.00 + Vat. **Action: Asst. Clerk to check where these driers were needed, if they're are of the same type used previously and if 4 are required.**

## **7. Project updates:**

e. **Pavilion Development Working Group:** The revised TOR for the working group were read.

**Recommendation: That the revised TOR for the Pavilion Working Group for Phase 2 be accepted**

f. **Pavilion Booking Software:** The Assistant Clerk reported that the software had been tested and there were some amendments requested; need to check that the host can provide these. Meeting arranged for next week with the website Editor to look at how the link can be set up with the P.C. website.

g. **New door for public toilets:** Revised quote considered of £1,750 amount in budget was £3,900. **Action: Asst. Clerk to check the door provides disability access.**

**Recommendation: That the quote from L and J Windows for £1,750 be accepted and the door installed.**

## **8. Items for discussion:**

h. **Safeguarding Policy:** K. Derby has professional expertise in safeguarding; he queried what training Cllrs receive as they are in a position of power and trust and whether DBS checks are carried out on staff. Cllrs need to be aware of safeguarding so they can implement any policy properly. He recommended that all Cllrs do an online free training course, Safeguarding level 1 then follow up with a face to face session on how to implement any policy and address any concerns. All agreed that training could take after elections in May 2025.

**Action: K. Derby to provide a draft policy within the next 2 weeks to go to the Finance and Governance Committee.**

**I. Council Offices – Timber on top of railings/repairs to front wall – update on quotations.** Quotation of £494 to repair railings and walls agreed as within delegated authority; work to be carried out.

**Action:** Asst. Clerk to check on repairs to the timber support and railing.

**m. Public Toilets:** Query raised about the CCTV warning sign? **Action:** Asst. Clerk to check.

**Recommendation:** That the P.C. standardise when the Public Toilets are open; that the Disabled toilet is open 24/7 and the Gents and Ladies are open in weekday office hours only.

**8. Forward plan/Risk Assessment/Asset Register** Action: Cllr. N. Ingledew and the Asst. Clerk to meet, update these and circulate

**9. Budget:** Agreed that Budget for 2025/6 be put at top of agenda for the next Committee meeting.

**10. Confidential item:** Discussed and the Committee was happy with the outcome.

**11. Items of report and future agenda items.**

**Date of next meeting:** 11<sup>th</sup> November 2024

*Meeting closed at 9.28 pm*

**Chair**