



# BOX PARISH COUNCIL

## MINUTES OF AN MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON 13<sup>th</sup> MAY 2024

1. **Present:** Councillors: S. Parker (Chair); R. Bean; J. Clifford; I. Johnston;  
S. Roche; T. Walton  
Mrs Carey (Clerk) H. Barbrook (Assistant Clerk)
2. **Apologies:** Cllrs R. Bolton; Mr. K. Derby (Box Bowls Club)  
The apologies were accepted
3. **Absent:** Nil
4. **Public Question Time:** There were no members of the public present
5. **Minutes:** The Minutes of the meeting held on 11<sup>th</sup> March 2024 were taken as read and signed as being a true record
6. **Pavilion:**
  - a. **Issues raised by User Groups:** There were no issues raised
  - b. **Repainting of cills and doors:** Work had been completed in the sum of £530
  - c. **Boiler replacement:** 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
  - d. **Motion sensor tap for disabled toilet:** Updated quotes had been requested
  - e. **Provision of electric hand dryers in the Pavilion toilets:** Updated quotes had been requested.
7. **Project updates:**
  - a. **Pavilion Development Working Group:** The working group had met on 1<sup>st</sup> May and notes from the meeting had been circulated.

The Working Group had looked at the costs relating to the Council Offices and the Pavilion and after discussion had proposed, in principle, that the functions of the two buildings should be merged into one ie specifically located in the Pavilion. The full details, specifications of what is required and timetable for this would have to be developed, depending on the next stage of the discussions ie whether this could be accommodated in the existing building or whether there would need to be an extension. Following this costings could be drawn up.

It was asked whether the Charity Commission had confirmed this in writing.

**Post Minute Note:** *The email correspondence with the Charity Commission was circulated to the Committee.*

After discussion the Committee accepted the report from the Working Group and **recommended**, in principle, that the two facilities be merged into one to be located in the Pavilion.

This was carried by five votes in favour and one against.

- b. **Pavilion Booking Software:** The Assistant Clerk reported that the software had been downloaded and there was a three months trial period. She had been working on setting up a model site looking at which elements would be needed. This would need to be given prominence on the Council website to allow ease of booking.
- c. **Rainwater harvesting:** The SuDSPod had been installed at the Pavilion. Cllr B. Walton was liaising with Green Blue Urban over the appropriate planting.
- d. **New door for public toilets:** Further quotations are being sought.

**8. Items for discussion:**

- a. **Hiring Policy:** After discussion it was recommended that the Rules for Hire of the Pavilion be amended to include the wording that “any user must be aware of the Parish Council's Safeguarding Policy”
- b. **Safeguarding Policy:** A copy of the existing policy had been forwarded to Mr Derby who had offered to help with this. Some of the wording would need to be altered to show how the Parish Council could ensure that it was being adhered to by the various users of the Pavilion.

Mr Kerby had offered to carry out Safeguarding training for Councillors and it was agreed to ask him to run a generic Safeguarding Awareness Training session for Councillors, Staff and user groups.

- c. **Replacement of ovens in the Pavilion:** Quotations had been received and it was **recommended** that two new 50cm electric cookers with ceramic hob be purchased from ao.com at a cost of **£299** each.

The Committee will look at installing extractor fans

- e. **CCTV coverage at Pavilion:** The Groundsman was checking the card regularly. Two additional cards had been purchased.
- f. **Insulation of Tractor Shed:** It was agreed that the Groundsmen would continue with installing the insulation. Clerk to ask the Groundsman to draw up a list of costings for this.
- g. **Management of Council Cleaner:** Cllr S. Parker had spoken to the Cleaner re the completion of time sheets. She was entering her hours in a book but as this is in the Pavilion it was agreed to ask her to continue with the time sheets or to use a duplicate book which could be left at the Council Offices. This will be reported back to the Personnel Committee.
- h. **Request by Cricket Club to site an electronic scoreboard by the Pavilion:** Request received from the Cricket Club to place an electric scoreboard on the Recreation Ground near to the Pavilion and to use the electricity from the external socket on the side of the building. It was agreed that there were no objections to this providing the Council monitor's the electricity account; the cable is protected and that any PAT testing is the responsibility of the Cricket Club.

**9. Council Offices:**

**a. Update on issues raised**

Quotations being obtained for the repairs to the timber on top of the railings and repairs to front wall

**10. Jubilee Youth Centre:** Cllr S. Parker to meet with the Jubilee Youth Centre Management Committee. It was agreed to invite them to the meetings as a user group.

**11. Forward plan/Risk Assessment/Asset Register** Forward Plan and Risk Assessment had been circulated and were discussed. Asset Register for the Committee to be drawn up

The Parish Council needs to carry out a fire drill

**12. Tractor Shed:**

The solar panels on the Tractor shed have been installed

**13. Monitoring of budget** - this is on line

**14. Items of Report and future Agenda items:** Nil

**15. Date of next meeting:** 8<sup>th</sup> July 2024

**Chair**

*Meeting closed at 8.40 pm*