



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON 10th March 2025

Present: Councillors: N. Ingledew (Chair); S Roche;
T. Walton; S. Roche; R. Haslett; I. Johnston;
K. Darby, Bowls Club.
H. Barbrook (Assistant Clerk)

1. Apologies: Cllrs D. Dorey and R Bolton.
The apologies were accepted.
Absent. Cllr R. Bean.

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 13th January 2025 and to
consider any issues not covered by the agenda**

The Minutes of the meeting held on 13th January 2025 were taken as read and signed as being a true record.

Matters Arising: Asst. Clerk apologised for the booking system for the Pavilion not being operational yet but confirmed a meeting with website Manager 11th March 2025.

5. Pavilion

a) Cllrs. Considered report from Asst. Clerk on Pavilion.

- Bowls Club entrance gate needs renewing/repairing the gate post is unstable – **Asst. Clerk to clarify if OSWs can carry out this work, if not seek quotes for consideration.**
- Bowls Club outside coat hooks – put this back to the Bowls Club; if they wish to attach hooks to the outside wall the Committee requests a diagram of the location – **K Darby to take back to Bowls Club.**
- Councillors accepted proposal to utilise a Rug Doctor to deep clean the Pavilion including Lower Pavilion carpets and chairs in Upper Pavilion. **Asst. Clerk to liaise with cleaner on a suitable date preferably before the start of the Bowls season on the 2nd April.**
- Councillors accepted the quote from D.J. Mathias to instal a new tap to male W.C. Upper Pavilion – cost £225 + VAT total £270. **Asst. Clerk to notify contractor**
- Public W.C. keys for loo roll holders – **Asst. Clerk to check that a spare key is held in the office.**
- Key combination query – **Asst. Clerk to clarify location of key safe – post meeting note: this is adjacent to the changing room doors.**

- Public W.C. outside door needs a closer – **Asst. Clerk to contact contractor who installed new door and seek a quote/advice re a closer.**
 - Central heating box Upper Pavilion – **Asst. Clerk to request OSW relocates as discussed on walkabout 110225.**
- b) **Update on boiler** – Councillors considered the report from Ultrawarm. Committee agreed to monitor and not pursue further work; could purchase electric heaters for storeroom and as additional heating if needed. **Asst. Clerk to check with Ultrawarm they will revisit to flush out cleaning agent currently in pipework.**
- c) **Motion sensor tap for disabled toilet.** Councillors considered quotes.
- Recommendation: To accept the quote from D.J. Mathias for installation of a mains operated motion sensor tap cost £525 + Vat total £630. To accept the quote from GreenAcres Electrical for connection of the tap cost £345 + VAT total £414.**
- d) **Replacement of architrave to the public toilets** – Cllr. T. Walton has purchased the timber and will liaise with the OSW re installation. **Action: Cllr. T. Walton.**
- e) **Update from the Buildings Working Group meeting held 7th March 2025.** Cllr. T. Walton is in the process of contacting surveyors. There is still a need to clarify the legal position. Retrospective registration required, almost certainly as part of registration of whole Recreation Ground. **Action: Clerk to initiate land registration of whole Recreation ground area.**

6. Jubilee Youth Centre

The Centre has contacted the P.C. as their boiler now needs replacing and enquiring whether this is the responsibility of Box P.C. The quote from UltraWarm is £6329 + VAT. Asst. Clerk has suggested they obtain more quotes. The legal position in the Lease is that the Charity is liable for the cost not Box P.C.

Suggested applying to Box P.C. for a grant but Councillors would want to see match funding; could apply elsewhere for grants such as The Bingham Trust or could possibly access a government grant to have a heat pump but may need an EPC.

Action: Asst. Clerk to inform Jubilee Centre representative.

7. Council Offices Cellar Door.

Councillors considered photos of the Cellar Door to the Council Offices but decided not to pursue any work at this time.

8. Forward plan/Risk Assessment/Asset Register

A new format is currently being drawn up for all forward plans and risk assessments.

9. Items of report and future agenda items.

No future agenda items.

Date of next meeting: 14th July 2025

Meeting closed at 20.41 pm

Chair