

**Minutes of a Meeting of the Buildings Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.00pm on 21 January 2020**

- Present:** Cllrs Winstanley (Chair), Dean, Harris and Toher
- In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)
- Public Session** 0 members of the public were present

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Public Session

35 Apologies for Absence

35.1 Apologies had been received and were accepted from Cllr Greenwood.

36 To adopt the minutes of the Buildings Committee meeting held on 17 December 2019

36.1 The minutes of the above meeting had been included in the supporting papers.

36.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 17 December 2019.

37 To consider matters arising from the above minutes not covered elsewhere on the agenda

37.1 The Clerk reported that he was looking for suitable training for himself and the RFO.

38 Declarations of Interest and Requests for Dispensation

38.1 There were no declarations or requests.

39 To receive an update on transition arrangements for the Memorial Hall

39.1 The RFO had provided a full report on the transition arrangements, and progress made since the Parish Council assumed control of the building. This report is included in the minutes as Appendix A.

39.2 The Committee asked the RFO to check what safety tests are needed for the gas heaters. It was agreed that carbon monoxide detectors should be considered throughout the building.

Action: RFO

40 To recommend virement of any unused budget amounts to cover inspections, repair and maintenance costs for the Memorial Hall

40.1 The RFO had identified a number of budget heads that were likely to remain unspent this year totalling £20,000. As the testing and remedial work has already cost more than anticipated the Committee agreed to recommend that the full amount be vired to the Memorial Hall budget.

40.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the listed unspent budget heads be vired to the Memorial Hall.

41 To review the hourly hire rates for the Memorial Hall and agree any changes

41.1 The Clerk indicated that current rates are £8 per hour for weekday hiring, £20 for Saturdays and £10 for Sundays. A commitment had been made to existing regular hirers that the price would not rise substantially as soon as the Parish Council took over however the costs of transition are far higher than expected.

41.2 After discussion the Committee agreed that the hiring rate for weekdays should increase to £10 per hour, and that the weekend rate should be a flat £15 per hour. These changes should come into effect on 1st April. The Committee also agreed that existing regular hirers should have their current rates protected until 1st January 2021. The Committee also agreed that existing hirers would be allowed to benefit from the reduced Saturday rate.

41.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that from 1st April prices for new and occasional hirers would be £10 per hour for weekdays with current regular hirers keeping the current rate until 31st December 2020 and that the weekend rate should be £15 per hour from 1st April with current regular hirers paying £15 on Saturdays and £10 on Sundays until 31st December 2020.

42 To discuss hiring conditions and a booking form for the Memorial Hall

42.1 Potential hiring conditions were discussed including deposits, cleanliness expectations and storage costs. The Clerk was asked to draft a suitable document for the next meeting of the Committee.

Action: Clerk

43 To make recommendations regarding a quote for maintenance and servicing of fire alarms and emergency lighting at the Memorial Hall

43.1 Committee members asked the RFO to confirm whether there is a current contract with another firm. A decision on this contract will be made at the next meeting once that information is available.

Action: RFO

43.2 The Committee also asked the RFO to go ahead with the fire risk assessment as quoted.

Action: RFO

44 To recommend transfer of the premises licence to the Parish Council

44.1 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously to transfer the premises licence to the Parish Council.

45 To receive reports on community buildings, Parish-owned buildings and other buildings of note within the Parish

45.1 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

45.2 Cllr Harris gave a report on the Bishopstoke Community Centre.

45.3 There were no other reports.

46 To receive the Clerk's Report

46.1 The Clerk indicated there was nothing further to report.

47 To agree the date, time, and place for the next meeting

47.1 The next Buildings Committee meeting will take place on Tuesday 18th February 2020 at 7:00pm in the Parish Office. Agenda items to the Clerk by Monday 10th February please.

There being no further business, the Chair closed the meeting at 8:00pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____