

MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 19th JULY 2023 AT 8.15PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE.

Committee Members present:

Councillors S Hayes (Chairman), S Buck, M Cooper, S Dhaliwal, D Matthews, B Saunders, J Smith, J Talbot

Also present:

Mrs J Everitt – Facilities Officer

21/23 APOLOGIES FOR ABSENCE

There were none.

22/23 DISCLOSURE OF MEMBERS INTERESTS AND REQUESTS FOR DISPENSATION

There were no disclosures of members interests and no requests for dispensation. Members were reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

23/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

24/23 MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Buildings Management Committee meeting held on 31st May are confirmed as a correct record.

25/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Stotfold Christian Choir raised £221 for the Need Project following their free let of the Memorial Hall on 14th July 2023.

26/23 REVIEW OF COMMITTEES TERMS OF REFERENCE

RESOLVED Remove review job specifications contract Keyholders, Buildings, Contract to be included in Establishment Committee Terms of reference. To be reviewed by 2023

27/23 MEMORIAL HALL – ELECTRICS

Councillors were asked to check a quote from Griggs Electrical to replace the Consumer Units in the Memorial Hall.

RESOLVED Quote to be accepted from Griggs Electrical for a fee of £1368.14 + VAT Asbestos survey to be provided with quote acceptance and check if new units will fit in the existing cupboard.

28/23 REPORT FROM COMMITTEE CHAIRMAN ON GREENACRE CENTRE

Cllr Steve Hayes completed an assessment of the Greenacre Centre

RESOLVED Actions to be completed -

1. need new sign for Gents toilets
2. Gents urinal water inlets calcified – clean
3. Various cracks in all rooms, none appear serious.
4. Arrange for Rangers to fill cracks in Chamber, offices, foyer- leave Maple room and Oak Hall for now
5. Clean and dust acoustic lobbies – cobweb over light sensor
6. Vent above doors into Oak Hall need cleaning
7. New glass/plastic panel for front entrance hall rails
8. Clean glass canopy over front door
9. Clean all shutters
10. Clean gutters by all entrance doors
11. Consider new times notices
12. Clean lower-level fascia's
13. Clean HVAC inlet in plant room
14. Tidy Clerks office Jeanette & Helen to tidy with 1 day's overtime payment for each

For further Consideration

New 16-amp circuits and high-level waterproof connectors on fascia's.

29/23 REPORT FROM COMMITTEE CHAIRMAN ON MEMORIAL HALL

Cllr Steve Hayes completed an assessment of the Memorial Hall.

RESOLVED Actions to be completed -

1. Wash fascia's and gutters – check gutters not obstructed
2. Weed around building at rear – weeds through gravel
3. Trip hazards at rear need repainting
4. Clean fluorescent fittings in kitchen
5. Order additional sanitary bin for ladies wc.
6. Fix panelling over gents urinals

The following defects around the Memorial Hall were also noted by the chairman but due to the potential cost and the possibility of funds being released by the relocation of the Library action on these points to be deferred until the outcome of the Library relocation is known :-

External doors and surrounds need repainting.

All window surrounds in poor condition.

Front door needs replacing.

Kitchen needs updating

Last August shutdown evidenced was 2015 – since then floor has deteriorated and lines need renewing.

Internal roof flaking – redecorate as part of refurb.

2018 Asbestos survey shows very low risk and no asbestos in electricity cupboard.

30/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

- Support Grand Union Housing Group Summer program with use of Council Chambers, Maple Room and Oak Hall on inclement days when they have to cancel planned activities.
- Cllr Steve Hayes to write to the Chief Executive of CBC Marcelle Coiffait to ask for an update on the Library project. To copy in Adam Zerny leader of CBC.
- Arlesey Road toilets are to be closed due to continued vandalism. To be reviewed when Stotfold Junior Football season starts.
- Discuss with keyholders opening and closing Arlesey Road toilets at the weekends.
- Trading Standards to be contacted regarding underage sales of vaping products in Stotfold.
- Cllr John Talbot and Cllr Jon Smith asked to be given details of any anti-social behavior so they may be taken to Police Priority Settings Committee meeting.
- Mark Richardson to be paid for extra work covering for Andrew Maryon while he is off sick.

There being no further business, the meeting was closed at 9.10pm.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN: