

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



16th May 2024

Members of the Building Management Committee

You are hereby summoned to attend the Building Management Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 22nd May 2024 at 19:00** for the purpose of transacting business detailed in the Agenda.

Emma Payne
Town Clerk

Members of the public:

You are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#). Please note, our meetings may be recorded for Minute taking purposes, and will be deleted after Minutes are approved.

Members of the public are invited to observe the meeting and may participate at the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance enquiries@stotfoldtowncouncil.gov.uk or 01462 730064 or you will be asked at the appropriate point in the Agenda if unable to give prior indication).

AGENDA

- 1. ELECTION OF VICE-CHAIRMAN**
To receive nominations for the position of Vice-Chairman of the Building Management Committee.
- 2. TERMS OF REFERENCE**
To review this Committee's Terms of Reference and recommend their adoption to Full Council.
- 3. APOLOGIES FOR ABSENCE**
- 4. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS**
 - a) Members to declare interests in respect of any item on the Agenda.
 - b) Proper Officer to consider written requests from members for dispensations.

Members are 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.
- 5. PUBLIC SECTION (MAX. 15 MINUTES)**
Members of the public may speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

6. **CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION**
7. **MINUTES OF THE PREVIOUS MEETING**
Members are asked **to resolve** that the Minutes of the **Building Management Committee** meeting held on **20th March 2024** are a correct record.
8. **CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION**
9. **REPORTS TO COMMITTEE**
 - 9.1 **Asbestos Reports**
To receive the completed asbestos reports and note their contents.
 - 9.2 **EICR – Simpson Centre & Memorial Hall**
To note the EICR for the Simpson Centre and Memorial Hall and any works undertaken.
 - 9.3 **Refurbishment of the Memorial Hall**
To consider a proposal on the refurbishment of the Memorial Hall.
 - 9.4 **Let for the Stotfold Christian Choir**
To consider a request from the Stotfold Christian Choir.
 - 9.5 **Fence at Stotfold FC**
To consider a proposal for alterations to the fence at Stotfold FC to allow access from the bar to the outside space.
 - 9.6 **Redecoration of Greenacre Centre Quotations**
To receive a report with quotations for redecoration at the Greenacre Centre.
 - 9.7 **Cemetery Toilet Update**
To consider a report on the cemetery toilets.
 - 9.8 **Library Update**
To receive a verbal update on the library relocation.
10. **WORK PROGRAMME**
To receive this Committee's Work Programme.
11. **ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**
Correspondence received and matters arising from previous Minutes, for information.
12. **DATE OF NEXT MEETING**
Wednesday 17th July 2024.