



**MINUTES OF THE MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE  
HELD ON WEDNESDAY 27<sup>TH</sup> NOVEMBER 2024 AT IN THE COUNCIL CHAMBER,  
GREENACRE CENTRE, VALERIAN WAY, STOTFOLD AT 19:30.**

**Present:**

Cllr S Hayes (Chairperson), Cllr D Matthews (Vice Chairperson), Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr J Hyde, Cllr J Talbot, Cllr N Venneear.

**In Attendance:**

Cllr S Buck (ex-officio)

**Also Present:**

E Payne - Town Clerk

---

**Please note the meeting commenced at 19:45**

**1. APOLOGIES FOR ABSENCE**

All members were present.

**2. DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS**

There were no disclosures of interest.

**3. PUBLIC SECTION**

There were no members of the public present.

**4. MINUTES OF THE PREVIOUS MEETING**

Members received the Minutes of the meeting held on 25<sup>th</sup> September 2024. Cllr Bendell reported that she had been in attendance. The Minutes were duly amended by hand.

**DECISION: It was RESOLVED to adopt the amended Minutes as a true record of the meeting.**

**5. CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION**

Cllr Hyde raised a query on the previous minutes regarding the hiring of Town Council facilities to political organisations. The protocol for hiring to political organisations had not yet been devised which would be actioned by a future meeting.

Members received a report from the Clerk with an update on outstanding items. Members noted that the use of the Greenacre Centre by Roecroft School in the event of an emergency will be considered at the future meeting. Members sought clarification about the relocation of the Town Rangers when the library project commences, and it was confirmed that temporary accommodation had been arranged at Hitchin Road.

Members were advised that the Memorial Hall Condition Survey has now been received and this will be brought to the next meeting.

**DECISION: It was RESOLVED to note the report.**



## 6. REPORTS

### 6.1. Daily Hire Request

Members received a report with a request to consider daily hire rates. Members considered the request and noted that there were no hirers in the Memorial Hall on that day. The hirer enquiring already had a regular hirers' rate and that it was a commercial organisation.

**DECISION:** It was **RESOLVED** to offer a 25% discount on the hourly rate, over a 50-week period, paid quarterly in advance, with a 3-month notice period with a formal agreement drawn up.

**ACTION:** Town Clerk to action the annual hire rate agreement.

### 6.2. Q2 BM Income & Expenditure Report

Members received a report of this Committee's income and expenditure report for the first six months of operation. There were no questions.

**DECISION:** It was **RESOLVED** to note the report.

### 6.3. Building Schematics Drawings - Legionella

Members received a report regarding an estimated cost to undertake the schematic drawings for all buildings which is part of the legionella testing regime. Members noted that there should be schematics for the Football Club and the Greenacre Centre, which will be updated once the library works are completed.

It was also agreed that there was no requirement for the drawings for the Simpson Centre to be commissioned as the building would be shut down once the library and café have moved out.

**DECISION:** It was **RESOLVED** to authorise UKAS LRA and Standard Schematic drawings on the buildings outlined in the report, but not the Simpson Centre, Football Club and Greenacre Centre, at a cost not to exceed £5,500.

**ACTION:** Public Realm Manager to action the schematic drawings.

***Post Meeting Note: This item will be reconsidered at the next Committee meeting when other quotes will be supplied.***

## 7. WORK PROGRAMME

Members received the Work Programme for this Committee.

**DECISION:** It was **RESOLVED** to note the Work Programme.

## 8. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Cllr Hayes raised a point regarding the storage room at the rear of the Memorial Hall. He raised concerns that it was overfilled and was a potential health and safety risk.



Members also pointed out that the small tables and chairs ordered for the Memorial Hall were not stored in the building and had been found in the garage. A request had been made for the key holder to have a key for the garage. Members were advised that there was no need for them to have a key as they did not need access to this area.

Cllr Hyde asked for an update on the cemetery toilets and were advised that this item would be considered at Full Council on 4<sup>th</sup> December 2024.

**ACTION:** Public Realm Manager to review the storage in the Memorial Hall.  
**ACTION:** Facilities Officer to find a storage area in the Memorial Hall for the children's tables and chairs.

## **9. DATE OF NEXT MEETING AND SUPPORTING REPORTS**

Wednesday 8<sup>th</sup> January 2024.

Please note the venue for this meeting will be the rear room at the Memorial Hall.

## **10. CONFIDENTIAL ITEM**

That in accordance with Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

### **10.1. Greenacres VAT Option**

Members received a confidential report on the implications of levying VAT on hire rates at the Greenacre Centre.

Members queried from which date the levy would be implemented which may have an effect on the library project and the Town Clerk will take advice.

**DECISION:** It was **RESOLVED** to levy VAT on the hourly hire rate at the Greenacre Centre at a date in the future once relevant advice has been received.

**ACTION:** Town Clerk to advise hirers of the VAT increase once a date has been agreed.

### **10.2. Library Cafe Update**

Members received a confidential report on the library café.

**DECISION:** It was **RESOLVED** to:

- a) Agree to the Head of Terms in line with the report, omitting the 1-year break clause, but keeping the 3-year break clause, with a phase rent increase over years 1, 2 and 3.
- b) Advertise the business opportunity based on the new Heads of Terms.
- c) Offer the new tenant an incentive to furnish the kitchen with additional commercial specification equipment as outlined in the report which the Town Council will service and maintain with any breakages the tenant's responsibility.



**10.3. Cemetery Chapel**

This item is to be considered at Full Council on 4<sup>th</sup> December 2024.

The meeting closed at 20:53

**SIGNED BY CHAIR:** .....

**MINUTES APPROVED (date):** .....