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**Members of the Buildings Committee are summoned to attend a meeting on
Tuesday 2nd February 2021 at 7.00pm
This virtual meeting is open to the public**

AGENDA

Public Session

1. Apologies for Absence
2. To adopt the minutes of the Buildings Committee meeting held on 12 January 2021
3. To consider Matters Arising from the above Minutes not covered elsewhere on this agenda
4. Declarations of Interest and Requests for Dispensations
5. To receive a report on the Bishopstoke Memorial Hall and make any necessary decisions
6. To receive a report on Parish-owned buildings, and to make any necessary decisions
7. To receive a report from Council representatives to other community buildings
8. To receive the Clerk's Report
9. To agree the date and time for the next meeting – Tuesday 2nd March 2021 at 7:00pm

D L Wheal
Clerk to Bishopstoke Parish Council
27 January 2021

Minutes of a Meeting of the Buildings Committee held online at 7.00pm on 12 January 2021

Present: Cllrs Winstanley (Chair), Dean, Greenwood, Harris and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)

Public Session 0 members of the public were present

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Public Session

41 Apologies for Absence

41.1 All Councillors were present.

42 To adopt the minutes of the Buildings Committee meeting held on 5 January 2021

42.1 The minutes of the above meeting had been circulated prior to the meeting.

42.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 5 January 2021.

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

43.1 There were no matters arising.

44 Declarations of Interest and Requests for Dispensation

44.1 There were no declarations or requests.

45 To discuss and recommend amendments to the Terms of Reference in light of potential additional responsibilities

45.1 The Clerk recapped the discussion on this topic from the previous meeting. All the new clauses in section 6 of the Terms of Reference had been approved for recommendation to Full Council. The previous meeting had been suspended at that point after Cllr Dean's connection had dropped leaving the meeting inquorate.

45.2 After discussion the Chair proposed separating the proposed clauses in section 8 into three pairs – a pair that refer to play areas, another to allotments and the final pair referring to CCTV.

45.3 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** that clauses 8.1.9 and 8.1.10 be adopted.

45.4 Proposed Cllr Harris, Seconded Cllr Toher, **RECOMMENDED** that clauses 8.1.11 and 8.1.12 be adopted.

45.5 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** that clauses 8.1.13 and 8.1.14 be adopted.

45.6 Cllr Winstanley reminded the Committee that at the December meeting there had been a suggestion that the Committee name been changed to “Assets” to reflect the changing responsibilities it wished to take on. Additionally, there was a suggestion that the maximum membership be increased to 7.

45.7 Proposed Cllr Toher, Seconded Cllr Greenwood, **RECOMMENDED** that, subject to the changes in responsibility being approved by Full Council, the name of the Committee be changed to the Assets Committee and the maximum membership be increased to 7.

46 To receive the Clerk’s report

46.1 The Clerk’s report had been circulated prior to the meeting and was noted. It is included in the minutes as Appendix A.

47 To agree the date and time for the next meeting – Tuesday 2nd February 2021 at 7:00pm

47.1 The next Buildings Committee meeting will take place on Tuesday 2nd February 2021 at 7:00pm online. Agenda items to the Clerk by Monday 25th January 2021 please.

There being no further business, the Chair closed the meeting at 7:30pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



Buildings

Parish owned buildings

2 February 2021

Shears Mill

The lights in Shears Mill have been checked and replaced as necessary. The annual electrical safety check has also been completed.

Allotments

Work is about to take place to repair the shutters on the Warwick shed at Underwood Road allotments.

Parish Office

The new fire door has been ordered. The door will operate on the push bar system and will have metal trim fitted around the outside to help prevent unwanted opening in future.



Buildings Clerk's Report 2 February 2021

Actions from previous meetings

There were no actions for the Clerk from the previous meeting.

Other Matters

There are no other matters to report at the time of writing.