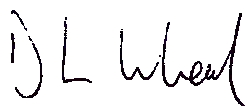


Members of the Buildings Committee are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke on Tuesday 21st January 2020 at 7.30pm

This Meeting is Open to the Public

AGENDA

1. Apologies for Absence
2. To adopt the minutes of the Buildings Committee meeting held on 17 December 2019
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 an update on transition arrangements for the Memorial Hall
6. To recommend virement of any unused budget amounts to cover inspections, repair and maintenance costs for the Memorial Hall
7. To review the hourly hire rates for the Memorial Hall and agree any changes
8. To discuss hiring conditions and a booking form for the Memorial Hall
9. To make recommendations regarding a quote for maintenance and servicing of fire alarms and emergency lighting at the Memorial Hall
10. To recommend transfer of the premises licence to the Parish Council
11. To receive reports on community buildings, Parish-owned buildings and other buildings of note within the Parish
12. To receive the Clerk's Report
13. To agree the date, time, and place for the next meeting



D L Wheal
Clerk to Bishopstoke Parish Council
15 January 2020

**Minutes of a Meeting of the Buildings Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.30pm on 17 December 2019**

Present: Cllrs Winstanley (Chair), Dean 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

24 Apologies for Absence

24.1 Apologies had been received and were accepted from Cllrs Greenwood and Harris.

25 To adopt the minutes of the Buildings Committee meeting held on 4 November 2019

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

25.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 4 November 2019.

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

26.1 There were no matters arising.

27 Declarations of Interest and Requests for Dispensation

27.1 There were no declarations or requests.

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

28.1 The RFO had provided a full report on the transition arrangements and their progress so far. This report is included in the minutes as Appendix A.

28.2 Additionally, the RFO informed the Committee that she had more information about licensing. Entertainment events such as music and plays no longer need a licence provided that they conclude by 11pm. For events that finish later, or that involve any exchange of money for alcohol, will require a TENs licence. There is no automatic notification to the building owners when a TENs licence is applied for, so we would need to ensure that it is part of the hiring conditions that in circumstances where a licence is required it is both applied for and produced to the RFO in good time before the event takes place. It will be necessary to inform the Bishopstoke Players that they will need to produce their licence in future as we understand that they sell alcohol at their events.

28.3 The RFO advised the Committee that having a booking form for occasional and one off bookings is highly recommended. The Committee will also need to discuss what the deposit policy will be going forward. There is the possibility of including something in the booking form to say that any damage caused in excess of the deposit will be charged to the hirer so that the Hall is not left with expensive repairs. It would also be potentially useful to have each occasional hirer sign a form to agree the current condition of the building, similar to the hiring of vehicles, so that there is no doubt as to whether fresh damage has been caused.

28.4 There are several documents that need to be signed by current trustees and this will include a change of licence address form. It may be necessary to change the financial year for the charity as it current runs with the calendar year. Advice will be sought on this. The Committee agreed that Health and Safety courses would be advisable for both the Clerk and RFO. The Clerk will contact One Community to see what they have available.

Action: Clerk

29 To agree cleaning arrangements for the Memorial Hall

29.1 The Clerk, RFO and Cllr Toher had met with the Hall cleaner to discuss arrangements. For the time being she will continue her current hours, although these may be increased in the near future. The purchasing of cleaning materials will now switch to the RFO and there will be a stocklist in the Hall to keep track of supplies. The possibility of changing the curtains in the Hall to blinds will be looked at and in general there will be minor repairs completed to allow the Hall to look it's best going forward. One of the cupboards will be repurposed to give proper lockable storage for cleaning materials, and data sheets will be provided for all chemicals used.

29.2 The Committee agreed they were happy for these arrangements to be in place going forward.

30 To receive reports from Councillors appointed as Community Building representatives

30.1 Cllr Dean indicated that there was nothing further to report from the Memorial Hall.

30.2 Cllr Winstanley, reporting on behalf of Cllr Thornton, indicated that there was a report from the BCA, but it should be done under confidential business.

30.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **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.

30.4 Cllr Winstanley gave an update on the Bishopstoke Community Centre.

31 To receive an update on other Parish-owned buildings

31.1 The Clerk outlined a long-term plan for the replacement of buildings at Underwood Road allotments. This would involve demolishing the current shop and the machinery shed, moving any remaining machinery to the Warwick shed, and constructing a new building where the current machinery shed and parking spaces are. This is in part due to the desire to construct a soakaway under the allotment shop, in part because the machinery shed is due to be removed in the medium term and in part because the allotment shop is deteriorating. It is only an idea at the moment but will be further investigated.

31.2 The Clerk showed the Committee a print that had been donated by David Ray, a previous resident of Bishopstoke. It shows Mill House in 1951. This will be framed and displayed in Shears Mill with a small plaque. The Committee expressed their gratitude for the donation.

32 To receive reports on any other community buildings or buildings of note within the Parish

32.1 Neither the Clerk, the RFO nor Cllrs present had any reports on other buildings.

Initial: _____ Date: _____

33 To receive the Clerk's Report

33.1 The Clerk indicated there was nothing further to report.

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

34.1 The Clerk recommended that in light of the Memorial Hall coming to the Council on January 1st it would be advisable to hold Buildings Committee meetings on a more regular and frequent basis. Either the 1st or 3rd Tuesday of the month was suggested as Tuesdays are often Council meetings and so this would fit in well. The Committee agreed that they would trial meeting on the 3rd Tuesday of every month.

34.2 The next Buildings Committee meeting will take place on Tuesday 21st January 2020 at 7:00pm in the Parish Office. Agenda items to the Clerk by Monday 13th January please.

There being no further business, the Chair closed the meeting at 8:30pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

REPORT TO BISHOPSTOKE PARISH COUNCIL (Buildings Committee)

21st January 2020
Agenda Item:

Report Subject: To receive an update on the transition arrangements for the Memorial Hall

The RFO met with Chris Shehan to begin the handover process. Chris provided the bookings diary for 2020, including details of the regular hirers and contact details. The full set of keys was taken for a copy to be cut and these keys are labelled and now securely stored in the Parish Office.

Chris also provided an information file with details of utility companies, Charity Commission, Insurance and key holder list.

Insurance:

The Insurance company are offering a free valuation survey as part of their service to ensure the hall is being adequately insured. The RFO will contact them to arrange this.

Electrics:

Hirers reported a fault with the ceiling heater nearest the stage and Abtec Specialists were contacted to look at the heater, having previously carried out work to the hall. After hiring scaffolding to reach the heaters, they reported the Bishopstoke Players lighting rig is too close to the ceiling heater and therefore the heater has been taken out of action.

The Electrical Safety Inspection is being carried out on 19th and 20th December. Abtec will return in the New Year to carry out PAT testing of Memorial Hall electrical equipment, as well as the Parish Office and Underwood Road Allotment Site.

Gas:

Abtec will also be able to recommend a Corgi-registered heating engineer to carry out a gas safety inspection of the boiler.

Emergency lighting, fire alarms & extinguishers:

A new company will be contacted to carry out a review of the fire alarms, fire extinguishers and emergency lighting as the management committee were unhappy with the service provided by the previous company.

Asbestos:

Hampshire Environmental Services carried out an asbestos survey of the building in 2015, a copy of their report has been given to the RFO. The RFO has contacted HES to carry out an updated survey and assistance in preparing an asbestos register. No date has been arranged yet to carry out this survey.

Legionella:

Hyrdotech have been contacted regarding a legionella risk assessment, this date to be arranged in January.

Cleaning Supplies/Cupboard:

The Clerk, Parish Chair and RFO met with the cleaner to discuss cleaning arrangements, details of which to be discussed in the next agenda item. It was agreed that a new Hoover and fridge/freezer would be purchased in the January sales, and that the RFO would also take responsibility for purchasing cleaning materials using the Parish debit card each month.

Other items to be purchased included new first aid kits, accident book, new diary for the kitchen, and replacements keys for the soap dispensers and hand towel dispensers.

The Parish Chair will contact regular hirers to ascertain the ownership of the 3 PA systems being stored inside one of the cupboards in the ladies toilets. If ownership cannot be determined, these will be sold to make space to designate this cupboard as a lockable cleaning cupboard where cleaning equipment can be securely stored under COSHH regulations.

Adhoc work needed:

The RFO has also contacted Ryan O'Connor to quote for work to install a new shelter above the disabled entrance, repainting of yellow lines on steps around the building, building shelving in the newly designated cleaning cupboard and retiling around the kitchen sink. This will be carried out in January.

Banking procedure.

At present, cheques are used to pay for bills, with Chris Shehan and George Brown being the signatories. Chris had contacted Lloyds to request a new mandate form but this did not include the RFO. The mandate form has been re-worked and a new one will be available for new signatories to sign during the meeting. The new mandate will continue to have any 2 signatories to sign cheques, and the Clerk and RFO will be given online banking access to enable future invoices to be paid via BACS, and for regular monitoring of bank balances. This will also make chasing any outstanding hire invoices easier.

Chris will be completing the 2019 financial accounts once December is finished, and therefore currently has the cheque book and paying in book to complete the accounts. It is anticipated the management committee will meet one final time in February 2020 to formally approve the accounts. Whilst the Parish Council waits for the new banking mandate to be actioned, Chris will carry on signing the cheques to ensure invoices are paid.

Bookings:

The Parish Chair has contacted regular hirers to inform them of the upcoming changes to the Parish Council taking ownership and introducing the RFO as the new point of contact.

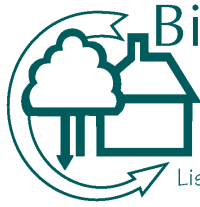
In terms of bookings going forward, a new dedicated email address has been created – bmhhirings@gmail.com. Using this email address, the RFO will contact the regular hirers, and also an electronic bookings diary will be created using the google calendar function available to gmail accounts. This online calendar will be able to be incorporated to the Parish website.

It has been agreed that the Clerk, Parish Chair and RFO will cover opening/closing for any bookings by non-regular hirers once the caretaker finishes in December, whilst the Committee decides on the specification of the caretaker role and advertises the post.

Considerations for the future:

- Prices have not been increased since 2016 so the Councillors will need to consider the pricing structure. This currently stands at £20 per hour on a Saturday, £10 on a Sunday and £8 weekdays.
- Charities are not required to have their financial accounts audited if income falls below £25,000. It is however good practice to have an independent review of financial accounts to ensure transparency. The previous accounts have never been independently examined and the Councillors would therefore need to consider whether or not to add the Memorial Hall's accounts to the current Parish Council's internal audit process.
- The main income for the hall is due to regular hirers. Birthday parties, weddings etc. do not occur very often. Hirers are not asked to pay any security deposit nor sign a booking form. Councillors will need to consider the introduction of such a form, and also asking the regular hirers to sign a "regular hirers" form including providing a copy of their annual insurance certificates.
- Training needs. The Colden Common Community Centre sent their centre manager on a health and safety training course provided by Community First. Could this be something the Council want the Clerk and RFO to undertake?
- It is Chris' understanding that the premises are not currently licensed. Councillors will need to consider the benefits of applying for a new licence. RFO to obtain clarification from EBC Licensing and bring details to a future meeting.

Sophie Thorogood
RFO to Bishopstoke Parish Council
15th January 2020



Bishopstoke Parish Council

David Wheal
BSc (Hons) PGCE
Clerk to the Parish Council

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Virement of unused amounts

The electrical inspection and subsequent works will cost the Parish Council between £5,000 and £10,000 depending on how much of the work that is suggested but not essential the Council chooses to do.

There are more inspections to come, and presumably more remedial work as a result.

Additionally there are a number of minor jobs that have been identified as needed during the transition arrangements, such as having a proper lockable storage area for cleaning materials.

It is believed that the original funding of £9,000 will not be sufficient to cover all the resulting costs of making good throughout the Hall.

Therefore it is recommended that the RFO identify any unspent budget headings, or shortfalls in planned spending for this financial year and that Full Council make them available for use in funding necessary work in the Hall.