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**Members of the Buildings Committee are summoned to attend a meeting on  
Tuesday 1<sup>st</sup> December 2020 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 3 November 2020
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 approve the use of the Memorial Hall for the Christmas Tree Trail
9. To recommend amending the Terms of Reference to include play areas and any other appropriate area of Council responsibility
10. To discuss fencing at Parish Council play areas and make recommendations
11. To receive the Clerk's Report
12. To agree the date and time for the next meeting – Tuesday 5<sup>th</sup> January 2021 at 7:00pm

*D L Wheal*  
*Clerk to Bishopstoke Parish Council*  
*25 November 2020*

## **Minutes of a Meeting of the Buildings Committee held online at 7.00pm on 3 November 2020**

**Present:** Cllrs Winstanley (Chair), Dean, Greenwood, Harris 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

**BUILD\_2021\_M02/**

**Public Session**

### **11 Apologies for Absence**

11.1 All Councillors were present.

### **12 To adopt the minutes of the Buildings Committee meeting held on 6 October 2020**

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

12.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 6 October 2020.

### **13 To consider matters arising from the above minutes not covered elsewhere on the agenda**

13.1 There were no matters arising.

### **14 Declarations of Interest and Requests for Dispensation**

14.1 There were no declarations or requests.

### **15 To receive a report on the Bishopstoke Memorial Hall and to decide on any necessary next steps**

15.1 The RFO's report had been circulated prior to the meeting and was noted by the Committee. It is included in the minutes as Appendix A.

15.2 The Committee discussed the two separate quotes for work on the roof and it was agreed that the option to board over the roof was likely to be more effective in preventing future problems in the same area.

15.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to proceed with the quote for reboarding the roof above the Green Room in the Memorial Hall.

15.4 Cllr Harris reminded the Committee that, following the closure due to the second lockdown, legionnaire's work would need to be completed prior to reopening.

**Action: RFO**

**16 To receive a report on Parish-owned buildings, and to make any necessary decisions**

16.1 The report had been circulated prior to the meeting and was noted by the Committee. It is included in the minutes as Appendix B.

**17. To receive a report from Council representatives to other community buildings**

17.1 Cllr Winstanley informed the Committee that the Bishopstoke Community Centre has reopened in June with the pre-school, and then in September for some of the other regular hirers. The latest lockdown will mean that all but the pre-school will have to stop again. Various works have been completed, included recovering from another minor flood in the kitchen due to blocked drainpipes. The BCA Committee are actively looking at whether anything can be done to prevent future flooding.

**18. To receive an update on Armistice Day preparations**

18.1 The Clerk updated the Committee on the latest lockdown and its impact on any potential Armistice Day service. The government has announced that outdoor, socially distanced events can still be held but should be limited in numbers. The Clerk noted his concern that continuing with the service as planned would set a bad example during lockdown. The committee also noted that there is no way to control residents entering the Meadow, and so there is no guarantee numbers can be limited.

18.2 After discussion the Committee agreed that the service should continue but be limited. Only those laying a wreath will be invited to attend. There will be no formal religious element to the service. Cllrs will be asked not to attend. Those laying wreaths will be socially distanced during the wreath laying.

18.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously to proceed with a limited Armistice Day ceremony as outlined in 18.2 above.

**19 To receive the Clerk's Report**

19.1 The Clerk's report had been circulated prior to the meeting and was noted. It is included in the minutes as Appendix C.

**20 To agree the date, time, and place for the next meeting**

20.1 The next Buildings Committee meeting will take place on Tuesday 1<sup>st</sup> December 2020 at 7:00pm online. Agenda items to the Clerk by Monday 23<sup>rd</sup> November please.

*There being no further business, the Chair closed the meeting at 7:42pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Report – Parish owned buildings

### **Shears Mill**

There is nothing new to report regarding Shears Mill.

### **Allotments**

There is nothing new to report regarding the allotment buildings

### **Parish Office**

There is nothing new to report regarding the Parish Office.

## One Community – Community Building Managers Network Meeting

The Eastleigh Community Building Managers Network Meeting was held on Wednesday 11th November via Zoom.

This meeting was hosted by Charlotte Walker who took over from Carol Grant who has retired.

The brief meeting focused on promoting the Community Centres. Jenni Bevis gave an effervescent talk on the benefits of using the internet and social media in particular to promote a community centre in order to gain extra business and / or recover from lost business.

This included such things as:

- Using Google Ads for Non-Profit (<https://www.google.co.uk/grants/>)
- Promoting Events using Pictures which are shown to increase hits by 40% or better still videos which increase hits by 60%
- The use of a Discount Code, the code being a “Local Reference” Example you 10% discount if you use the code ‘Mike’s Traditional Fish & Chips’
- Creating a Podcast. Jenni offered at this point training in creating a Podcast)
- Getting content on a number of platforms as this raises the SEO value (Search Engine Optimisation).

It was obvious that those organisations that had an internet and /or social media presence could themselves “out there”, where as those that didn’t would find it harder to get business.

The next item that raised some interest in the meeting was “Community Fridge Banks”. A number of these are being run all around the country. The purpose of these is to redistribute surplus food and save it from going to waste. These are being funded by HCC....

Sainsbury’s is supporting this initiative and there are number of organisations that have presenting there Fridge Bank on the Internet.

Sainsbury’s link is <https://www.about.sainsburys.co.uk/making-a-difference/our-values/our-stories/2018/community-fridges>

An example of how to set one up is from Hubbub. The link is [https://issuu.com/hubbubuk/docs/print\\_ready\\_community\\_fridge\\_how\\_to](https://issuu.com/hubbubuk/docs/print_ready_community_fridge_how_to)

The remainder of the meeting was a quick round table of useful hints and known issues , to which I was able to go through the Legionnaire’s checking and testing for the benefit of a community centre that hoped to open in December.

Covid-19 of course came up and we all shared what practises we had. It would be no surprise to say that there were some differences in perception and ability.

The meeting concluded setting a date for the next one 3 months hence

If you do wish to contact Jenni, her email address follows Email: [jbevislacey@1community.org.uk](mailto:jbevislacey@1community.org.uk)

Geoff



# **BISHOPSTOKE PARISH COUNCIL**

## **BUILDINGS COMMITTEE**

### **TERMS OF REFERENCE**

**These Terms of Reference were adopted  
by the Parish Council at its meeting on**

**24<sup>th</sup> September 2019**

**D Wheal**

**Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL  
BUILDINGS COMMITTEE**

**TERMS OF REFERENCE**

**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
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# **TERMS OF REFERENCE FOR THE BUILDINGS COMMITTEE**

## **1 Membership**

1.1 The Committee membership shall comprise up to five members, appointed at the Parish Council AGM in May.

## **2 Chair**

2.1 The Chair and Vice-Chair of the Committee will be appointed at the first meeting following the Parish Council AGM in May. If both Chair and Vice-Chair are absent for a meeting, then a Chair for the meeting will be appointed at that meeting.

## **3 Quorum**

3.1 A quorum will consist of three members of the Committee.

## **4 Meetings**

4.1 The Committee shall meet at least quarterly with future meeting dates to be agreed at each meeting unless otherwise decided at a previous meeting of either the Buildings Committee or the Full Council.

4.2 The Clerk shall produce and circulate an agenda for the meeting, including the relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.

4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated.

## **5 Reporting**

5.1 The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

## **6 Decisions**

6.1 The Committee will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings;

6.1.2 Identifying and filling the training needs of the Committee, within the overall training budget specified by the Full Council;

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee;



6.1.4 Deciding all matters pertaining to the maintenance, repair and running of all buildings owned or run by the Parish Council, subject to the budget set by Council each year.

## **7 Budget**

- 7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within the relevant budget set by the Parish Council each year. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for the expenditure or it exceeds the agreed budget by over £500).
- 7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

## **8 Responsibilities**

- 8.1 The Committee will have specific responsibility in the following areas:
- 8.1.1 To receive reports from those Council members appointed as representatives of the Parish Council to any Community Building, included but not limited to Bishopstoke Memorial Hall and Bishopstoke Community Centre;
- 8.1.2 To liaise with any committees or other necessary groups regarding the day-to-day running of Parish controlled buildings;
- 8.1.3 To receive any requests or reports from committees or other groups running Parish controlled buildings regarding structural work outside their remit, and to make recommendations on those to the Parish Council;
- 8.1.4 To oversee regular structural maintenance as necessary of other Parish Council owned buildings, including but not limited to the Parish Office, Shears Mill and various allotment buildings;
- 8.1.5 To liaise as necessary with any community buildings in the Parish not owned by the Council, including but not limited to St Paul's church and Bishopstoke Community Centre;
- 8.1.6 To oversee any work done under the Assets of Community Value programme;
- 8.1.7 To make recommendations on anything relating to the Community Orchard at Nine Acres subject to the Parish Council taking on responsibility for it;
- 8.1.8 To liaise with all necessary groups regarding Armistice Day and Remembrance Sunday and co-ordinate Parish Council involvement.
- 8.1.9 To oversee the running of the play areas controlled by the Parish Council, including making recommendations on the replacement or refurbishment of existing play areas, receiving reports on the maintenance of the play areas, and making any relevant decisions.

## Buildings Committee – 1<sup>st</sup> December 2020

### Items 9 and 10

#### **Terms of Reference**

Following recent discussions within Council regarding play area fencing, as well as being mindful of the need for play areas to be refurbished or replaced at regular intervals going forward, the Buildings Committee is asked to consider taking responsibility for managing play areas generally with a specific immediate focus on replacement fencing for Church Road and elsewhere. Additionally the Buildings Committee is invited to consider whether there are any other areas of Parish Council responsibility that would be best suited to being part of the Buildings Committee remit.

#### **Play Area Fencing**

The Council is currently considering what sort of fencing should replace the chain link at Church Road play area with one suggestion being standard hooped play area fencing and another being something with a more “public art” style. The Committee is invited to discuss these proposals, along with any others that come forward with regard to Church Road play area in the first instance, and the other play areas going forward. Consideration of an overall theme, or individual themes for each play area may form part of the discussion. The intention is for the discussion to lead to the creation of a specification for the Church Road play area fencing, and agreement on whether this approach should be applied to all play areas.

## Clerk's Report – 1<sup>st</sup> December 2020

### **Actions from previous meetings**

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

### **Other Matters**

Armistice Day

The smaller, more focussed Armistice Day service was appreciated by all those who attended. The Exhortation was recited, followed by the two-minute silence and then the wreaths were laid. It was felt that the ceremony was handled with sensitivity and was appropriate for the current times.