

**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 1<sup>st</sup> it would be advisable to hold Buildings Committee meetings on a more regular and frequent basis. Either the 1<sup>st</sup> or 3<sup>rd</sup> 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 3<sup>rd</sup> Tuesday of every month.

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

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

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

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