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**Members of the Buildings Committee are summoned to attend a meeting on
Tuesday 12th January 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 5 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 discuss and recommend amendments to the Terms of Reference in light of potential additional responsibilities
6. To receive the Clerk's Report
7. To agree the date and time for the next meeting – Tuesday 2nd February 2021 at 7:00pm

D L Wheal
Clerk to Bishopstoke Parish Council
6 January 2021

Minutes of a Meeting of the Buildings Committee held online at 7.30pm on 5 January 2021

Present: Cllrs Winstanley (Chair), Dean and Harris

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)
Cllr Parker-Jones

Public Session 0 members of the public were present

BUILD_2021_M04/

Public Session

33 Apologies for Absence

33.1 Apologies were accepted from Cllrs Greenwood and Toher.

34 To adopt the minutes of the Buildings Committee meeting held on 1 December 2020

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

34.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 1 December 2020.

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

35.1 There were no matters arising.

36 Declarations of Interest and Requests for Dispensation

36.1 There were no declarations or requests.

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

37.1 The RFO reported that as the building had remained closed over the Christmas period and, following the new national lockdown would remain so. The Clerk reported that a window had been broken around new year and that he and Cllr Toher had attended and made temporary repairs. A contractor had been called in the following morning to board the window up properly. The clean up and window replacement is being arranged by the RFO. During the repair work the Clerk had noted that the newly installed ramp for the fire exit on the Meadow side of the building is slippery when wet. Discussions are continuing as to the best way to solve this. Additionally, whilst all the necessary fire safety work has now been completed, the Committee may wish to consider providing a concrete surface along that side of the building so that people exiting in an emergency do not risk slipping and tripping in the mud and leaves. A report on this will be brought to a future Committee meeting.

Action: Clerk

37.2 The RFO also reported that there had been a request from an under 5 group to use the Hall as they are struggling to find other venues. After discussion the Committee agreed that in the current climate, they would not open the Hall but wished to allow the hire as soon as government regulations allow.

37.3 Proposed Cllr Winstanley, Seconded Cllr Dean, **RESOLVED** unanimously that the potential hirer be notified that as soon as the Committee believes government regulations allow the Hall to open, they will be contacted.

37.4 The RFO noted the continuing struggle to get the contractor out to board over the leaking part of the roof. The Committee agreed that they wished to see a risk assessment and asbestos management scheme from the contractor before any work goes ahead. The RFO was also requested to contact other potential contractors to provide alternatives if the current problems continue.

Action: RFO

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

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

38.2 The Clerk additionally noted that Cllr Harris had reported that some of the lights at Shears Mill are out. The Clerk will investigate that this week and arrange for their replacement.

39 To receive a report from Council representatives to other community buildings

39.1 Cllr Winstanley updated the Committee on the Bishopstoke Community Association. All hiring apart from the pre-school has now ceased due to the new lockdown.

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

40.1 The Clerk noted that at the previous Buildings Committee meeting a decision had been reached to recommend that the Committee take responsibility for play areas, allotments and CCTV. A decision had also been taken to request that the Finance & General Purposes Committee support this. This was because the three areas could currently be regarded as being the responsibility of F&GP. F&GP agreed to support play areas and allotments being the responsibility of Buildings, but not CCTV. This means that two different recommendations will go to Full Council for consideration. One of the concerns of F&GP had been that use of CCTV is such a sensitive area that it should be the responsibility of Full Council. It was noted at F&GP that it is possible to designate some areas as "recommendation only" so that ultimate responsibility does lie with Full Council, and the way grant applications are treated was given as an example of this.

40.2 The Clerk indicated that he had included all three areas recommended by Buildings in the amended Terms of Reference. At this point, the Committee could vote to accept, with potential amendments, all the changes; they could vote to accept the position of F&GP that CCTV should be the responsibility of Full Council alone; they could even vote to remove all changes and withdraw the original recommendation.

40.3 Cllr Parker-Jones indicated that she believed the matter had been settled by F&GP and therefore the CCTV element should not be being discussed. The Clerk noted that as the original recommendation had come from the Buildings Committee, and that F&GP had only been asked to support it, it was now up to Buildings to decide whether to continue with their original recommendation or amend it.

40.4 During the discussion, the meeting was suspended for several minutes as Cllr Dean had connection problems and the meeting was not quorate without her. Cllrs agreed that CCTV had a place with the Buildings Committee as the likelihood is that any systems approved by the Council will be

placed in or on the buildings supervised by the Committee, or within the allotments. Cllr Harris wished to change the wording of item 6.1.7 in the terms of reference to replace the word “running” with “operation” in order to avoid confusion about where major decisions lie. Cllr Harris also wanted to make it clear that any work done by the Buildings Committee would be in line with Parish Council policy. Cllr Dean indicated she would rather limit 6.1.7 to maintenance only.

40.5 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** that the wording of 6.1.7 be amended to read “Deciding all matters pertaining to the maintenance and operation of existing CCTV equipment within Council policy”.

40.6 Proposed Cllr Harris, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the additional clauses 6.1.5 and 6.1.6 in the Buildings Committee Terms of Reference be adopted.

40.7 Proposed Cllr Harris, Seconded Cllr Winstanley, **RECOMMENDED**, with Cllr Dean abstaining, that clause 6.1.7 in the Buildings Committee Terms of Reference, as amended in 40.5, be adopted.

40.8 Discussion now moved to section 8 of the Terms of Reference. Cllr Parker-Jones indicated that she did not believe the Buildings Committee should be able to make recommendations on CCTV policy, purchase or placement as it was her belief that recommendations from Committees do not get fully discussed at Full Council.

At this point Cllr Dean’s connection was lost again and she was unable to reconnect. As the meeting was no longer quorate further discussion was suspended until a future meeting. The Clerk indicated that he would call the meeting for the following Tuesday at 7pm.

The meeting being suspended due to lack of a quorum, the Chair closed the meeting at 8:30pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



BISHOPSTOKE PARISH COUNCIL

BUILDINGS COMMITTEE

TERMS OF REFERENCE

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

24th September 2019

D Wheal

Clerk to Bishopstoke Parish Council

**BISHOPSTOKE PARISH COUNCIL
BUILDINGS COMMITTEE**

TERMS OF REFERENCE

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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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.

6.1.5 Deciding all matters pertaining to the maintenance, repair and running of all existing play areas owned or run by the Parish Council, including the surrounding fencing and gates, subject to the budget set by the Council each year.

6.1.6 Deciding all matters pertaining to the running of all allotment areas owned or run by the Parish Council, subject to the budget set by Council each year, with the exception of policy matters.

6.1.7 Deciding all matters pertaining to the maintenance and running of existing CCTV equipment.

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 receive reports on play area inspections and oversee any required maintenance.
 - 8.1.10 To make recommendations on any brand new or complete replacement play areas.
 - 8.1.11 To receive reports on matters relating to Bishopstoke Parish Council allotments.
 - 8.1.12 To make recommendations on allotment policy, on the closure of any allotment areas and on the acceptance or creation of any new allotment areas.
 - 8.1.13 To receive reports on the Parish Council CCTV systems.
 - 8.1.14 To make recommendations on the purchase or siting of any new CCTV equipment and CCTV policy.



Buildings Clerk's Report 5 January 2021

Actions from previous meetings

BUILD_2021_M03/29.5 Regarding additional responsibilities for the Committee
The Committee's recommendation as to the additional responsibilities it wishes to assume were included for discussion at the December Finance & General Purposes Committee meeting. F&GP agreed to recommend the Buildings Committee take on both play areas and allotments, but not CCTV as there were concerns that the purchasing of CCTV equipment, and decisions on where to place it, should be taken at Full Council meetings.

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

Other Matters

Lockdown – Tier 4 additional restrictions

With Eastleigh and most of the rest of Hampshire being placed in Tier 4 as of Boxing Day this has obviously meant that the Memorial Hall remains closed. As we hopefully progress back down through the Tiers this decision will be reviewed regularly.

Christmas Tree Trail

The Christmas Tree Trail organised by Bishopstoke churches was popular throughout the run up to Christmas. The tree placed at the Memorial Hall had to be relocated to the left side of the main doors in order for it to be stable, but as the Hall was not open throughout this period it caused no problems in being there.