



# BOX PARISH COUNCIL

## MINUTES OF AN MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON 15<sup>th</sup> JANUARY 2024

- 1. Present:** Councillors: T. Walton (Chair); R. Bean; R. Bolton; S. Roche  
Mrs J. Wright and Mrs T. Meek – Box Bowls Club  
Mrs Carey (Clerk)
- 2. Apologies:** Cllrs J. Clifford; I. Johnston; S. Parker  
The apologies were accepted
- 3. Absent:** Nil
- 4. Public Question Time:** There were no members of the public present
- 5. Minutes:** The Minutes of the meeting held on 13<sup>th</sup> November 2023 were taken as read and signed as being a true record
- 6. Pavilion:**
  - a. Issues raised by User Groups:** There were no issues raised
  - b. Repainting of cills and doors:** The work will be carried out either on 20<sup>th</sup> or 26<sup>th</sup> February
  - c. Replacement of outside door to public toilets:** Money had been put into the budget for 2024-25 for this
  - d. Boiler replacement:** Cllr Bean had met with Ultra-Warm. The current boiler is in good condition and is about the right size for the type of building but they were looking at various options. The hot water cylinder could be replaced by a smaller one. The option of a heat pump had been discussed but they felt that this was not the way forward as lead times to generate heat are quite long and the current use requires short bursts of heat.  
Ultra-Warm has submitted suggestions and quotations for the work.  
It was agreed to look at using the solar panels instead of the immersion heater and the Clerk will ask John Beazer to meet with Cllr T. Walton to discuss this and to check the output of the panels. **Action: MC**
  - e. Motion sensor tap for disabled toilet:** Money had been put in the budget for 2024-25 for this work
  - f. Provision of electric hand dryers in the Pavilion toilets:** Money had been put in the budget for 2024-25 for this work
  - g. Discussion on the provision of a security light by the gate at the Bowls Club:** A new security light had been fitted to the gate
- 7. Project updates:**
  - a. Pavilion Development Working Party:** The working party had met and notes from the meeting had been circulated. The working party was reviewing the use of the Council Offices and the Pavilion as it was felt that both are being underused at the present time. A feasibility study will be carried out to look at various options and the best value for money.
  - b. Pavilion Booking Software:** On-going
  - c. Rainwater harvesting:** A meeting had been held with Wessex Water to look at BlueGreen Urban SuDSPod trial. A site for the Pod had been identified at the far

end of the Pavilion between the Pavilion and the tennis courts by the steps. It was agreed to look at the Tractor Shed as a possible alternative location.

More information is needed on how the SuDSPod would operate

**8. Items for discussion:**

- a. **Hiring Policy:** Defer to the next meeting
- b. **Safeguarding Policy:** Defer to the next meeting

The final policy will be displayed in the Pavilion and the "Guide for Users of the Pavilion" will be amended to read that "any user must be aware of the Parish Council's Safeguarding Policy"

- c. **Ovens in the Pavilion:** Both of the ovens are very old and it was agreed to look at replacing these with something more efficient.

**9. Council Offices:**

a. **Update on issues raised**

- The timber on the top of the railings needs fixing
- The front wall is crumbling

Clerk to obtain quotations for the work

**Action MC**

b. **Drains:**

***Post Minute Note: A map had been obtained from Wessex Water but it does not show the connection to the Parish Council office. Clerk to pursue this.***

**Action: MC**

- 10. Jubilee Youth Centre:** Cllr S. Parker to meet with the Jubilee Youth Centre Management Committee. It was agreed to invite them to the meetings as a user group.

**Action: MC**

- 11 Forward plan/Risk Assessment/Asset Register** Forward Plan and Risk Assessment to be updated. Asset Register for the Committee to be drawn up

**12. Tractor Shed:**

The planning application for the work to the solar panels had been submitted to Wiltshire Council

- 13. Monitoring of budget** - to be reviewed at the next meeting

**14. Items of Report and future Agenda items:**

The Clerk reported that she had heard from HMRC re the reclaiming of VAT for use of the Recreation Ground and it appears that the Council may be able to reclaim the VAT on sports activities being carried out in the Pavilion ie the Bowls Club; Yoga; Bridge and Pilates. She is checking this with HMRC

- 15. Date of next meeting:** 11<sup>th</sup> March 2024

**Chair**

Meeting closed at 8.35 pm