

BOX PARISH COUNCIL

Mrs.M.S.CAREY
Clerk to the Council

COUNCIL OFFICE
THE PARADE
BOX
CORSHAM
WILTS SN13 8NX

Office open to public

Monday & Thursday

9.30 – 12.30

or by appointment

Telephone: 01225 742356

E-mail: mailbox@boxparish.org.uk

Website address: www.boxparishcouncil.gov.uk

7th April

Dear Councillor,

You are summoned to a meeting of the Buildings Management Committee to be held at the Parish Council Offices on Monday 13th May 2024 commencing at 7.30 p.m. to consider the following Agenda.

Please give apologies to the Committee Chairman or Clerk prior to the meeting

Yours sincerely

M.S. Carey

Margaret Carey
Clerk

A G E N D A

1. To receive any apologies for absence
2. Public Question time
3. Declaration of interest relating to items on the Agenda
4. To receive the Minutes of the meeting held on 11th March 2024 and to consider any issues not covered by the Agenda
5. **Pavilion**
 - Any issues raised by the user groups
 - Boiler replacement - update
 - Motion sensor tap for disabled toilet – updated quotations
 - Electric hand dryers in the toilet – updated quotations

Project updates

- Pavilion Development Working Group – report on meeting held on 20th February 1st May 2024 (attached)
- Pavilion booking software – update and photographs to be added
- New door for public toilets - quotations

Future projects

- Provision of SuDSPod - update

Items for discussion

- Rules for Use of Pavilion - update
- Safeguarding Policy/Action Sheets – further discussion
- Replacement of ovens/extractor hood in Pavilion – to consider quotations
- CCTV coverage and purchase of additional card - update
- Insulation of Tractor Shed
- Management of Council Cleaner
- Request by Cricket Club to use an electric scoreboard

5. **Council Offices**

- Timber on top of railings/repairs to front wall – obtain quotations

6. **Jubilee Youth Centre** - update

7. **Forward Plan/Risk Assessment and Asset Management**

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Maintenance Schedule – update issues from items discussed

8. **Tractor shed**
Insulation of Solar Panels - update
9. **Monitoring of Budget:**
10. **Items of Report and Future Agenda items**
11. **Date of next meeting - 8th July 2024**