



BOX PARISH COUNCIL

MINUTES OF AN MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON 13th NOVEMBER 2023

- 1. Present:** Councillors: S. Parker (Chair); I. Johnston; S. Roche;
T. Walton
Mrs J. Wright and Mrs T. Meek – Box Bowls Club
Mrs Carey (Clerk)
- 2. Apologies:** R. Elms (Corsham Bridge Club) J. Marsh (Green Room YC);
E. Roy (Yoga)
- 3. Absent:** Cllrs R. Bean; J. Clifford
- 4. Public Question Time:** There were no members of the public present
- 5. Minutes:** The Minutes of the meeting held on 11th September 2023 were taken as read and signed as being a true record
- 6. Pavilion:**
 - a. Issues raised by User Groups**

Both the Yoga and the Bridge Club had raised concerns about the cleaning of the Pavilion. Cllr Parker had spoken to the cleaner and this has been resolved. However, the issues will be addressed at the next Personnel meeting

The Bowls Club were concerned about the state of the toilets following football matches. The Clerk will write to the Football Club about this. **Action MC**
 - b. Repainting of cills and doors:** Quotation of £530 accepted for repainting of cills and windows
 - c. Replacement of outside door to public toilets:** The door and frame need replacing. The door is not a standard size and will therefore have to be specially made. It was agreed that this should be made of aluminium with a half window. One quotation received for budget purposes. More to be obtained. This could include an automatic timed opening/closure lock.
 - d. Boiler replacement:** Cllr Bean to talk to Ultra Warm. This will be discussed at the Working Group meeting.
 - e. Public toilet vandalism:** The work had now been completed. The £795 paid for the redecoration had been refunded by the Insurance Company. Further £300 paid for the replacement lights and £272 + vat for the repairs to the fire alarm.
 - f. Motion sensor tap for disabled toilet:** One quotation for a motion sensor tap had been received. To be discussed with the budget
 - g. Provision of electric hand dryers in the Pavilion toilets:** Quotation received for four electric hand dryers. To be discussed with the budget
 - h. Discussion on the provision of a security light by the gate at the Bowls Club:** The solar line on the post does not light up the padlock on the gate. If a new light was to be fitted there would need to be trenching from the Pavilion. Cllr Johnston agreed to look at whether a light could be placed on a taller post outside the hedge line. **Action: IJ**

7. Project updates:

- a. **Terms of Reference for the Pavilion Working Group:** The amended Terms of Reference for the Pavilion Working Group were discussed and it was **recommended** that these be adopted.

The Pavilion Working Group will meet when the Terms of Reference have been adopted.

- b. **Pavilion booking software:** This will be installed shortly

- c. **Review of solar installation/monitoring of electricity consumption and generation:** The Council will move to Octopus energy in the New Year. Cllr Walton agree to monitor and compare/evaluate the savings made from the solar panels and the new suppliers costs. **Action: TW**

8. Future Projects

- a. **Rainwater harvesting:** This is something that the Pavilion Working Group can look at. It was suggested that one or two large water butts could be put by the Tractor Shed. This would be discussed with the Groundsman **Action: TW**
It was agreed to leave this for a future budget.

9. Items for discussion:

- a. **Hiring Policy:** A draft Hiring Policy will be drawn up. Defer to the next meeting
b. **Safeguarding Policy:** The current Safeguarding Policy was reviewed in July 2023. It was agreed that some of the wording needs to be changed and this will be discussed further at 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"

10. Council Offices:

- a. **Update on issues raised**

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

These will be discussed with the budget

- b. **Drains:** It was agreed to ask Wessex Water for the route of the drains at the Offices **Action: MC**

11. Jubilee Youth Centre: Cllr S. Parker to meet with the Jubilee Youth Centre Management Committee. Defer to next meeting.

It was agreed to invite them to the meetings as a user group.

12. Forward plan and Risk Assessment: To be updated
PAT testing has been carried out

13. Tractor Shed:

Wiltshire Council has confirmed that Planning Permission is required for the solar panel installations and an application had been submitted. Further details are required.

The insulation to the upstairs had been completed

14. Items of report: Nil

15. Date of next meeting: 15th January 2024

Meeting closed at 8.35 pm

Chair