

## LISS PARISH COUNCIL

Minutes of the Buildings Committee meeting held on 10<sup>th</sup> September 2018, 7pm

### MEMBERS

\*K. Budden (Chairman) \*D. Dodds \*R. Hargreaves \*H. Linsley \*K. O'Malley \*A. Smith

\*Present, in addition to Cllr Nick Wilson

Clerk: Sarah Smith

### **08/B18 Election of Chair**

Cllr Budden, proposed by Cllr Hargreaves and seconded by Cllr Linsley, was duly elected as Chairman for the ensuing year.

### **09/B18 Apologies**

None received.

### **10/B18 Declarations of Interests**

There were no declarations of interests.

### **11/B18 Minutes of the Building Committee Meeting on 5<sup>th</sup> March 2018**

It was resolved that the minutes of the meeting of 5<sup>th</sup> March 2018 be accepted as an accurate record of the meeting (proposed by Cllr Dodds and seconded by Cllr Linsley).

There were no matters arising which were not on the agenda.

### **12/B18 Update on Village Hall Health & Safety Audit**

The Chairman advised that all outstanding actions on the Village Hall Health & Safety audit had now been completed: the faulty kitchen door mechanisms had been replaced, an asbestos survey had been undertaken (no asbestos had been found); a Legionella Risk Assessment had been completed and the RVS had undertaken a fire drill. The RVS had provided feedback on the exercise noting that evacuation, including those using wheelchairs and walking frames, had been achieved within three minutes. However, they advised that the rear fire exit to the Whistle Stop Car Park presented some issues. Members noted that the incline from the gate to the car park was not the most suitable exit for the elderly or those with mobility issues, but that this should be reflected in the RVS fire procedures and that the exit should remain in use. Members agreed that the caretaker should be asked to remove weeds and foliage which further increased difficulty in using this particular exit.

**Resolved:** That the Clerk liaise with the caretaker to clear vegetation around the fire exit.

The Clerk advised that the next H&S audit of the Village Hall would be due in December.

### **13/B18 Pavilion and Village Hall Terms & Conditions of Hire**

Members thanked the Assistant Clerk for producing draft Terms and Conditions (T&C) for the new Pavilion and revised Terms and Conditions for the Village Hall. The Chairman highlighted that a separate, but linked, strand of work was underway on charges for the new Pavilion.

Members agreed that two separate documents, rather than one set of T&C relating to both venues, were required to ensure specific differences were clearly reflected. Members also agreed that some legal advice on the T&C might be desirable in due course.

In terms of specifics, the following was noted:

- The term "community" should be revised to "member of the parish";
- That discussion should continue on defining the categories of users;
- That the key deposit was not designed to cover damage etc. - the latter would be covered under the section on Indemnity and Insurance;

- The section on Indemnity and Insurance required further investigation to provide clarity and that advice from our insurers should be sought on requirements;
- That deposits for higher risk bookings should be required, in particular for parties;
- That evening timings should be revised to show the latest hour of availability in the evening and the earliest hour of availability in the morning.

**Resolved:** That the Assistant Clerk follow up on the specific points raised and revise the draft T&C accordingly.

**14/B18 Consideration of 2019/20 budget**

The Chairman proposed that further funds in the 2019/20 budget be added to the creation of reserves intended for refurbishment of the toilets and interior decorating. Cllr Hargreaves reminded Members that forthcoming CIL funds might become available in the coming year which may assist in funding such work.

Cllr Smith proposed that an electronic booking system be investigated; the Chairman undertook to look into the options available.

**15/B18 Any other business**

The Chairman noted that the RVS had submitted a request for increased cupboard capacity; the Clerk advised that a storage cupboard could be made available. The RVS had also requested more robust locks on the cupboard doors used for storage of RVS equipment. Members agreed that the RVS be given permission to fit mortise and tenon locks which would enhance security whilst not detracting from the aesthetics of the cupboards.

The Clerk raised an issue relating to cleaning of the hall floor which left tacky patches for hours following mopping. The Clerk felt that investigations were required into refinishing the floor. Members agreed that the issue should be managed by the timing of floor cleaning for the time being.

**Date of next meeting: 10<sup>th</sup> December 2018 at 7pm**

The meeting closed at 7.56pm.

Signed..... Dated.....