

LISS PARISH COUNCIL

Minutes of the Buildings Committee meeting held on 4th March 2019, 7pm

MEMBERS

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

*Present

Clerk: Sarah Smith

01/B19 Apologies

Apologies were accepted from Cllrs Hargreaves and Smith.

02/B19 Declarations of Interests

There were no declarations of interests.

03/B19 Minutes of the Buildings Committee Meeting on 10th September 2018

It was resolved that the minutes of the meeting of 10th September 2018 be accepted as an accurate record of the meeting (proposed by Cllr Linsley and seconded by Cllr Dodds with all in favour).

04/B19 Matters arising

The Chairman noted that:

- The Village Hall floor had been resurfaced since the last meeting which dealt with issues relating to the floor which were raised under any other business at the last meeting (Minute 15/B18 refers);
- That the vegetation around the fire exit to the Whistle Stop car park had been cleared (Resolution 12/B18). Members noted that this would need to be checked and cleared as necessary on an ongoing basis;
- That the Liss Pavilion Terms & Conditions of Hire had been amended following discussion at the last meeting (Resolution 13/B18);
- That some investigations had been undertaken with regards to an electronic bookings system (Minute 14/B18 refers). The Chairman had been in contact with the Triangle Community Centre to discuss their electronic booking system. He reported that the system was attached to the Triangle website and that the provider of the service took a small percentage of the bookings as a processing fee. The system was working well and had served to increased bookings. Members felt that this electronic booking system might be suitable for the Village Hall and Pavilion in the longer-term. Cllr Dodds proposed that Grounds Committee consider the system for the allotment renewals to test out the system and Members agreed this would be a good way forward.

05/B19 Liss Pavilion

The Chairman reported that the new Liss Pavilion was due to open in May 2019 and that the Buildings Committee would take on responsibility for administration and maintenance of the building following completion.

The Clerk advised that booking enquiries received had raised a couple of issues for consideration as set out in the Terms & Conditions of Hire. Members agreed to revise the Terms & Conditions as follows:

- a) 3. Use of Premises: "No cooking equipment shall be brought onto the Premises." – To be followed by "without prior written permission of LPC";
- b) 5. Payment of Charges: "A deposit will be taken for Adult Party bookings" – To be following by "and other bookings at the discretion of the Clerk";
- c) 8. Health and Safety: Move "Naked flames must not be used in the Pavilion" to the end of the bullet point and to be preceded with "Other" and followed with "without prior written

permission of LPC”.

The Clerk would make the Review Committee aware of the changes.

06/B18 Health & Safety

The Clerk advised that a further H&S audit of the Village Hall was due and that a structural survey of the Village Hall would be advisable to establish structural integrity and any programme of maintenance works required. Members agreed.

07/B19 Any other business

The Clerk advised that an additional storage cupboard had been made available to the RVS lunch club and that the RVS had fitted mortise and tenon locks to the cupboards they use (Minute 15/B18 refers).

The Clerk advised that a request had been received for hire of chairs from the Village Hall or Pavilion for a wedding. Members agreed this in principle subject to an appropriate charge and deposit and subject to satisfactory details on where the chairs were to be used.

The meeting closed at 19.37pm.

Date of next meeting: 24th June 2019 at 7pm

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