

LISS PARISH COUNCIL

Minutes of the Buildings Committee meeting held on 5th March 2018, 7pm

MEMBERS

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

*Present

Clerk: Sarah Smith

01/B18 Chairman

It was agreed that in the absence of Cllr Budden, Cllr Hargreaves would chair the meeting.

02/B18 Apologies

Apologies were accepted from cllrs Budden and Smith.

03/B18 Declarations of Interests

There were no declarations of interests.

04/B18 Minutes of the Building Committee Meeting on 4th December 2017

It was resolved that the minutes of the meeting of 4th December 2017 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.

05/B18 General update

05.1 Health & Safety Audit: The Clerk advised that:

- A contractor had been sourced to assess the faulty door release mechanism;
- That RVS would undertake a fire drill shortly and that the she and the RVS were in contact to ensure the right procedures were in place prior to the event;
- That a Legionella Risk Assessment had been completed.
- Enquiries would be made with the Pavilion contractor as regards an asbestos report in due course.

Members noted the difficulty in identifying suitable contractors at times and it was agreed that a list suitable tradesmen be compiled as far as possible.

05.2 Accessible toilet project: The Clerk confirmed that the project was now complete.

05.3 Storage: The Clerk confirmed that the old disused toilet had now been converted into a lockable storage facility with shelving.

06/B18 Committee Terms of Reference

Members agreed unanimously to propose to Council that the Buildings Committee Terms of Reference be amended to reduce the requirement for the Committee to “meet a minimum of four times a year” to “a minimum of two meetings per year”.

07/B18 Any other business

The Chairman noted that a draft set of Terms and Conditions were required by the lawyer who was working on the agreement with the Scouts for use of the new Pavilion. The Chairman proposed that this be remitted to the admin offer with a deadline of 26th March. Members agreed.

Date of next meeting: 11th June 2018 at 7 pm

The meeting closed at 7.30pm.

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