

## LISS PARISH COUNCIL

Minutes of the Buildings Committee of 25<sup>th</sup> February 2013, 7.00pm

Members:	*Cllr Keith Budden (Chairman)	Cllr Howard Linsley
*present	*Cllr Gina Logan	*Cllr Brian Mayo
	Cllr Paddy Payne	*Cllr Elwyn Thomas
Clerk:	A Mann	

### 01/B13 Apologies

Cllrs Linsley & Payne.

### 02/B13 Declarations of interest

None.

### 03/B13 Minutes and matters arising from the Buildings Committee meeting on 26th November 2012

The minutes were agreed as a true record at the full Council meeting on 17<sup>th</sup> December 2012. Any outstanding items were carried forward to the February minutes.

### 04/B13 Village Hall

- a) Ladies & gents re-decoration – the Chairman reported that Blendworth Property Maintenance would be instructed to carry out re-decoration works after 1<sup>st</sup> April 2013.
- b) Porch area – members discussed the poor state of the porch area, including a rotten window frame, poor decoration, water damage, and damage to the ceiling following light replacements. Members considered a quotation from Blendworth Property Maintenance and agreed to seek advice from two builders before making a decision. AM to confirm whether the quote supplied is inclusive of VAT.
- c) External re-decoration railings – AM to ask the Caretaker to touch up the top coat in the Spring.
- d) Chairs – the Chairman reported that, following several negative comments regarding the poor state of the chairs, a funding application had been sent to Fieldfare to match fund the purchase of 130 chairs. He said that approximately 50% of the quoted value had been secured and he would work with Cllr Thomas and A Mann to complete the next stage of the Fieldfare application.
- e) Sale of alcohol/live music performances – members agreed to proceed with an application to apply for an annual licence to sell alcohol in the village hall, with a variation for the Buildings Committee, not an individual, to authorise sales.

### 05/B13 West Liss Pavilion

- a) Lighting – the Chairman reported that four strip lights had been replaced due to H&S concerns. A Mann to confirm that the fittings contain acrylic diffusers.

### 06/B13 Groundsman's Hut

Members considered two quotations for the refurbishment of the groundsman's hut, to provide an enclosed warm area, kitchen area and toilet with washbasin. The following was agreed:

- a) The warm area should be constructed in the main garage area, as per agreed plans.
- b) Members agreed to recommend to full Council 18.03.13 the appointment of BC Construction Services to carry out works, subject to a satisfactory site visit before appointment and confirmation that electrical works would be carried out by a NICEIC contractor.

### 07/B13 Any other Business

None.

Meeting closed at 7.35pm.

**Date of next Buildings meeting: 3<sup>rd</sup> June 2013, 7.00pm**

## **LISS PARISH COUNCIL**

Minutes of the Buildings Committee of 3<sup>rd</sup> June 2013, 7.00pm

Members:	*Cllr Keith Budden	*Cllr Howard Linsley
*present	Cllr Brian Mayo	*Cllr Paddy Payne
	Cllr Elwyn Thomas	

Clerk: A Mann

### **08/B13 Apologies**

Apologies were received from Cllrs Mayo & Thomas. Members agreed that under the new policies adopted by full Council, the Grounds Chairman should also be a member of the Buildings Committee.

### **09/B13 Declarations of interest**

None.

### **10/B13 Election of Buildings Chairman**

Cllr Budden confirmed that Cllr Thomas was happy to stand as Chairman. Cllr Thomas, proposed by Cllr Budden & seconded by Cllr Payne, was elected as Chairman of the Buildings Committee for the ensuing year. Members agreed that Cllr Budden would chair the meeting.

### **11/B13 Minutes and matters arising from the Buildings Committee meeting on 25th February 2013**

The minutes were agreed as a true record at the full Council meeting on 18<sup>th</sup> March 2013. Any outstanding items were carried forward to the June minutes.

### **12/B13 Village Hall**

- a) Ladies & gents re-decoration – Cllr Budden reported that work was complete.
- b) Porch area – Cllr Budden reported that a specialist was due to test the walls to locate the source of the problem and a builder would then recommend a solution.
- c) Chairs – the Chairman reported that a funding application to Fieldfare had been unsuccessful. He said that approximately 50% of the replacement cost was held in reserves and members agreed to review this at the 2014 budget meeting.
- d) Sale of alcohol/live music performances – Cllr Budden reported that the application was in progress.
- e) Letter from WRVS – members discussed questions raised by WRVS and agreed to the following response:
  - Cupboard/drawer locks – AM to investigate labelling options.
  - Fridge/freezer – members agreed that this was the property of WRVS and LPC were not in a position to consider a donation.
  - Ovens – Cllr Budden reported that an electrician had suggested a 20 minute delay between switching on the main and small ovens. AM said that no further problems had been reported.
  - Fire drill – members agreed to recommend a practice drill where LPC could note any issues to follow up.A site visit at the end of the meeting identified several maintenance issues to be rectified.

### **13/B13 West Liss Pavilion**

- a) Cleanliness – members noted that a complaint had been received regarding the cleanliness of the building.
- b) Brownies – it was noted that the future of the group was uncertain due to the current leader moving away from the area.

### **14/B13 Groundsman's Hut**

Cllr Budden reported that refurbishment works were complete.

### **15/B13 Any other Business**

None.

Meeting closed at 7.40pm.

**Date of next Buildings meeting: 2<sup>nd</sup> September 2013, 7.00pm**

## LISS PARISH COUNCIL

Minutes of the Buildings Committee of 2<sup>nd</sup> September 2013, 7.00pm

Members:	*Cllr Keith Budden	*Cllr David Dodds
*present	*Cllr Howard Linsley	*Cllr Brian Mayo
	*Cllr Paddy Payne	*Cllr Elwyn Thomas (Chairman)

Clerk: A Mann

### 16/B13 Apologies

None.

### 17/B13 Declarations of interest

None.

### 18/B13 Minutes and matters arising from the Buildings Committee meeting on 3rd June 2013

The minutes were agreed as a true record at the full Council meeting on 17<sup>th</sup> June 2013. Any outstanding items were carried forward to the September minutes.

### 19/B13 Village Hall

- a) Porch area – the Chairman reported that a specialist damp contractor had been appointed to repair and seal the damp areas and three days were required to carry out the works. Members suggested that work should be completed on a Monday, Tuesday & Wednesday and users should use the side door during the works.
- b) Chair replacement – members agreed in principle to replace the village hall chairs and request full funding from the 2014 budget at the Finance Committee meeting 28.10.13. Members also agreed to request funding from the EHDC Councillors.
- c) Sale of alcohol/live music performance licence – AM reported that application forms were in progress.
- d) Fire Risk Assessment – members reviewed the action items from the fire risk assessment carried out 27.06.13. It was agreed that the Chairman & Clerk should draw up a list of associated costs to be proposed to the Finance Committee as 2013 expenditure and be guided by each category of urgency. Members agreed that a professional assessment should be completed at least every 5 years.
- e) Security lighting – members agreed that the current lighting was unreliable and agreed that an electrician should be instructed to make improvements during works to re-instate the side fire exit door.
- f) Kitchen doors – members agreed to permit the WRVS to label cupboards in accordance with H&S advice.

### 20/B13 West Liss Pavilion

- a) Hillside Nursery – the Chairman reported that the group was no longer hiring the pavilion due to concerns over the state of the building.
- b) Brownies – members were pleased that a new leader had been found which secured the group for the forthcoming academic year.
- c) Improvements – members agreed to the following improvements identified by the Chairman 31.07.13:
  - Floor around entrance – members agreed to appoint a local contractor to replace the rotten wood.
  - Grout in showers – members suggested that the above contractor should improve any sharp edges.
  - Storage boxes – members agreed to purchase 2 storage boxes and heavy duty plastic sacks, up to a value of £20, to store football items in the changing rooms.

### 21/B13 Groundsman's Hut

AM reported that contractor had been appointed to repair the motor to the garage door which had been failing for several months.

### 22/B13 Any other Business

- a) Office improvements – members agreed that the Clerk and Assistant Clerk should propose a plan for consideration by the Finance Committee 28.10.13, to include:
  - Office re-decoration
  - Replacement meeting chairs and tables
  - Improved storage
- b) Electrical testing – the Chairman reported that electrical testing in all premises was now due. AM to source costs for PAT testing and periodic electrical installation tests.
- c) Gas testing – the Chairman & AM to check the required testing date.

- d) Term maintenance contractor – the Chairman suggested that LPC could consider a tender for a 12 month term maintenance contract to include labour costs and parts. Members agreed that a cost analysis would be beneficial and the Chairman & AM should follow this up.
- e) Village hall ladies toilets – members agreed that seats should be replaced following a complaint.

Meeting closed at 7.55pm.

**Date of next Buildings meeting: 25<sup>th</sup> November 2013, 7.00pm**

**Liss Parish Council**  
**Minutes of the Buildings Committee meeting of 25<sup>th</sup> November, 2013**

**Members;** \* Cllr E Thomas (Chairman), \*Cllr K Budden, \*Cllr H Linsley, \*Cllr B Mayo, Cllr P Payne, \*Cllr J Szpitalak.

\*Present

Clerk: R Bowery.

**23/B13 Apologies**

Cllr P Payne.

**24/B13 Declarations of Interests**

There were no declarations of interests.

**25/B13 Minutes & matters arising from the meeting of 2<sup>nd</sup> September**

The minutes of the meeting of 2<sup>nd</sup> September had been approved at the Council meeting of 15<sup>th</sup> September. Outstanding items were to be considered under their relevant agenda headings.

**26/B13 Village Hall**

- a) Porch area – The Chairman informed Members that contractors had been appointed to carry out the work to re-plaster the porch area & work would commence on 16<sup>th</sup> December & last three days. This would not disrupt bookings as access to the main hall could be obtained via the side entrance.
- b) Chair replacement – Funds were included in the 2014/15 budget that was to be voted on at December Council.
- c) Alcohol sale & live music licence – After discussion it was agreed not to proceed with an application for an annual licence but to apply for TENs as & when required for LPC events. Third party users could apply in their own names if they wished to sell alcohol.
- d) Fire risk assessment – The Clerk reported that an order had been placed for all immediately required actions identified in the assessment carried out by Canon Fire Services. The Chairman added that provision had been made in the 2014/15 budget for the other recommended items.
- e) Security lighting - The Chairman explained the difficulties in tying down contractors to definite dates for works such as the electrical testing. He suggested that a list of preferred tradesmen would be of benefit.

The Chairman suggested that Liss Technical Services be asked to purchase & install an emergency push bar to the side door & Members agreed.

- f) Routine safety tests – The Chairman reported that the caretaker was carrying out & maintaining a record of safety checks.

The Chairman asked Members their opinions on how any new staff should receive induction training on safety issues. It was agreed that the Chairman would write a section on fire safety for an LPC induction document.

- g) Emergency fire exit – The Chairman explained the difficulties he had faced over proposals for the emergency exit to the Punch Taverns car park. Punch were referring the matter to their legal department & further communication was awaited.

- h) Improved stage sound & lighting – The Chairman explained that there was a sum of £1000 in the 2014/15 budget & this could be used to obtain a suitable PA system. It was intended that lighting improvements be addressed in the following year.

**27/B13 West Liss pavilion**

The Chairman said that works totalling an estimated cost of £650 recommended in the surveyor's report had been included in the 2014/15 budget.

There had been a break in at the pavilion. The police had been informed & attended the scene.

The Clerk had arranged for the necessary repairs to be carried out & the cost was expected to be less than £230.

**28/B13 Council office**

The Chairman reported that provision had been made in the 2014/15 budget for replacement tables & chairs as well as for some additional storage,

**29/B13 Groundsman's store**

There were no matters to report.

**30/B13 Any other business**

There were no other matters to discuss.

**Date of next meeting: 24th February 2014, 7.00pm**