

Liss Parish Council

Minutes of the Buildings Committee meeting of 24th February, 2014

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

*Present

Clerk: R. Bowery and S. Smith.

1/B14 Apologies

Cllr K. Budden advised that he would join the meeting later on (he joined the meeting around 7.25pm).

2/B14 Declarations of Interests

There were no declarations of interests.

3/B14 Minutes & matters arising from the meeting of 25th November 2013

The minutes of the meeting of 25th November 2013 had been approved at the Council meeting of 16 December 2013. Outstanding items were to be considered under their relevant agenda headings.

5/B14 Village Hall

- a) Entrance hall – The Assistant Clerk informed Members about the quotes received for the re-decoration of the entrance hall. Given that an area of the plaster was yet to fully dry out, it was agreed that the situation should be reassessed in two weeks' time and therefore no start date could be given at present for redecoration work. The Chair highlighted that repointing work was required to the exterior. (Action: Damp area to be re-tested on 10th March, Assistant Clerk to commission the work by the chosen contractor (timing of the work to be confirmed) and to chase the quote for the repointing of the outside).
- b) Carpet – The Chair advised that he would seek to have this refitted following redecoration.
- c) Side window – Members agreed that the replacement side window should be of the same style as the original, made of hardwood and non-opening (Action: Assistant Clerk to commission work). It was noted that all work to the entrance hall would need to be done in the correct order.
- d) Chair replacement – Members tried out the sample chair provided. A decision was not reached on the chair itself although members agreed on the colour Charcoal. It was agreed that the Assistant Clerk should look into the chairs used by the Triangle Centre and report back to Committee Members before the next meeting (Action: Assistant Clerk).
- e) Sound system – The Chairman updated Members on the proposed sound system and quote received for this. There was some discussion over user requirements and the Chair agreed to seek alternative price for two Wi-Fi microphones and, should price not exceed original offer, quotation to be accepted. (Action: Chair).
- f) Security lighting – This work had yet to be carried out. The Chairman highlighted the difficulties in tying down contractors to definite dates for works and referred to the idea of a list of preferred tradesmen.
- g) The Clerk advised that the drain blockage outside the Village hall had been cleared.

6/B14 West Liss Pavilion

- a) It was agreed that a low cost replacement should be provided for the microwave which has ceased working and been removed (Action: Assistant Clerk).
- b) The Chair updated members of usage of the Pavilion and Cllr Budden advised that he had been in contact with the Brownies and they had all the information they required about temporary accommodation during the redevelopment of the Pavilion.

7/B14 Council office

The Chair noted that the replacement of table, chairs and storage would be an issue for 2014/15.

8/B14 Groundsman's Hut

There were no matters to report aside from electrical work and fire safety which are covered below.

9/B14 Fire safety (all buildings)

The Chairman provided an update on the Schedule of Works for Fire Safety following the Canon Report dated Jun 2013. The Chair reported the following progress:

- Electrical installation inspection had taken place and it was agreed by Members that all remedial work highlighted should all be carried out. It was agreed that alternative electrical contractors should be considered, including the one used by the Triangle Centre (Action: Assistant Clerk). Clerk to chase the completion certificate for the work carried out in the Groundsman's Hut in 2013 (Action: Clerk);
- PAT testing of all portable equipment had been completed. The Chair noted that all small electrical items were now certified and that the five defective items (microwave and four adaptors) had been removed from the premises;
- Paper stored in CCTV room now correctly stored to allow for clear airflow;
- Installation of the push bar to the side of the Village Hall had been completed;
- Illuminated emergency "Fire Exit" sign had been put up internally;
- Signs had been put up on internal faces of two kitchen doors stating that kitchen door must be closed when kitchen is unoccupied;
- Restraining hook provided to hold open kitchen West door had been removed;
- Text only sign over office door had been replaced with running man sign;
- Additional water extinguishers provided to stage area;
- Regular testing and inspection is now being entered in fire safety log book.

Several areas were highlighted for action:

- Assistant Clerk to put up no smoking signs;
- Assistant Clerk to look into purchase of a Hot Works certificate book;
- Assistant Clerk to speak to Liss Technical Services about installation of the concrete ramp to additional fire door from Village Hall where push bar has been added;
- Assistant Clerk to speak to electrical contractor about the security lighting work which has already been commissioned;
- Assistant Clerk to put up sign on serving hatch worded "this door must be closed when kitchen is unoccupied (including by last person out in an emergency)". The use of latches on exit doors which would release the doors in the event of the alarm sounding was considered.
- Replacement ramp needs to be installed to external door behind the stage area: Assistant Clerk to look into options;

- Sign (“Fire Exit – Do Not Obstruct”) to be fixed on external wall adjacent to each of the three emergency exit doors;
- Chair to source four manual battery powered fire alarm call points for mounting adjacent to four fire exits doors;
- Amendments to fire and safety within the Standard Conditions of Hire for Village Hall and staff Induction Training Manual awaited pending final choice of alarm system;
- Clerk to speak to Chair of Staff and Remuneration Committee about the Induction Training manual;
- Assistant Clerk’s note: Canon advise that they will replace the VH kitchen powder extinguisher with CO 2 when next discharge test is due in 2015;
- It was noted that a reply was awaited from Punch Taverns about the use of the pub car park as a fire exit;
- It was agreed by members that the exit procedure needed finalising before the fire procedure could be written.

10/B14 Any other business

There were no other matters to discuss.

Date of next meeting: 2nd June 2014, 7.00pm

Liss Parish Council

Minutes of the Buildings Committee meeting of 2nd June, 2014

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

*Present, plus 1 member of the press.

Clerk: S. Smith.

11/B14 Apologies

Apologies were received from Cllrs Linsley and Szpitalak.

12/B14 Declarations of Interests

There were no declarations of interests.

13/G14 Election of Chairman

Cllr Thomas, nominated by Cllr Mayo and seconded by Cllr Dodds, was unanimously voted Buildings Committee Chairman for the ensuing year.

14/B14 Minutes & matters arising from the meeting of 24th February 2014

The minutes of the meeting of 24th February 2014 had been approved at the Council meeting of 17 March 2014. Outstanding items were to be considered under their relevant agenda headings.

15/B14 Village Hall

- a) Fire safety update – The Chair advised that all actions arising from the Canon Safety Inspection of June 2013 had been carried out, aside from the fitting of the standalone fire point alarms. These were due to arrive from the supplier in the next couple of days. Once fitted the new fire system should be fully operational. The Chair advised that the new fire procedure had been written and a new hirer's contract for the village hall, as regards responsibilities in the case of fire and training, would need to be signed by hirers. An additional action to replace the existing luminaire over the porch door with a running man luminaire had been commissioned.
- b) Entrance hall – The Chair advised that the side window had been replaced and internal redecoration was complete. It was agreed that the Chair would seek a written quote for the replacement carpet including screed preparation as well as to some carpet samples to choose from (Action: Chair). Three quotes had been received for the external re-pointing and it was agreed that the lowest quote represented best value for money (Action: Assistant Clerk to commission the work by the chosen contractor). It was agreed that the front window required repainting (Action: Assistant Clerk to seek quote).
- c) Chair replacement – The Chair proposed to reduce the number of chairs required for the Village Hall to 80 to reduce cost whilst still meeting user requirements. Members agreed to purchase 80 comfort chairs from the chosen supplier. It was also agreed that 20 or so of the best of the current stock of chairs would be retained to meet any additional demand for seating and the remainder would be disposed of. (Action: Assistant Clerk).
- d) Sound system – The Chairman updated Members on the quote received for the sound system with two Wi-Fi microphones. Members agreed to proceed with the purchase in order to improve facilities in the hall which could have a positive impact on bookings. (Action: Chair).

- e) Security lighting in side path – The Chair advised that the work was underway but not yet complete.
- f) Serving hatch shutter - The Chair advised that the Women’s Royal Voluntary Service lunch club had requested a replacement shutter that would better meet their needs. Some financial support had been offered from district councillors. One quote had been received and it was agreed that two further quotes for electrically operating serving hatch doors should be sought (Action: Assistant Clerk). The work would be commissioned on the premise that the offer of funding remained in place.
- g) Tap in ladies toilet – The Chair advised that work to replace the tap had been commissioned due to incorrect operating of the previous system which meant that the temperature of the water was not sufficiently controlled. It was agreed that a deadline would be given for the work commissioned to be carried out (Action: Assistant Clerk).

16/B14 West Liss Pavilion

It was noted that a replacement microwave had been provided and that the side skylight which had been broken had been repaired with wood to secure the premises.

17/B14 Groundsman’s Hut

The Chair advised that the electrical work required to the Hut (in addition to the other buildings) following the Electrical Installation Report had not yet been carried out and that he would speak to the contractor who was due to provide a quote (Action: Chair).

18/B14 Council office

The Chair noted that the office chairs had been replaced with chairs provided at no cost by EHDC who had replaced their own stock. It was agreed that the Assistant Clerk should now look into a replacement centre table (Action: Assistant Clerk).

19/B14 Any other business

There were no other matters to discuss.

20/G14 Date of next meeting: 8th September 2014, 7.00pm

Liss Parish Council

Minutes of the Buildings Committee meeting of 8th September, 2014

Members; * Cllr E. Thomas (Chairman), Cllr K. Budden,* Cllr H. Linsley, Cllr B. Mayo, Cllr P. Payne, *Cllr D. Dodds.

*Present

Clerk: S. Smith.

21/B14 Apologies

Apologies were received from Cllrs Budden, Mayo and Payne.

22/B14 Declarations of Interests

There were no declarations of interests.

23/G14 Minutes & matters arising from the Buildings meeting on 2nd June 2014 not otherwise on the agenda

The minutes of the meeting of 2nd June 2014 were approved as an accurate record of the meeting (proposed by Cllr Dodds and seconded by Cllr Thomas). Outstanding items were to be considered under their relevant agenda headings.

24/B14 Village Hall

- (a) Fire safety: The Chair advised that the fire alarm call point would be fitted shortly to complete the new fire system. The security lighting along the side of the hall to the office had been completed and was fully operational, although one redundant light was yet to be removed.
- (b) Entrance hall: The Chair advised that the following had taken place: re-pointing above entrance hall, carpet replacement and redecorating of front window.
- (c) The new chairs were in place and the sound system was due to be fitted shortly. The taps in the ladies and gents toilets had been replaced due to concerns regarding control of the water temperature. The Chair would look at the water storage control and check the supply of water to the kitchen sinks.
- (d) Electrical work: the Chair noted the difficulty in securing a contractor and emphasised the need for this work to be carried out as soon as possible (Action: Assistant Clerk to continue to look into alternative contractors).
- (e) Shutter replacement for kitchen serving hatch: Cllr Linsley asked about the need for an electrically operating shutter. The Chair advised that this type of shutter was preferable as it would automatically close in the event of fire, rather than manual operation prior to evacuation. It was agreed that, following some further investigation into the work required, the fitting of an electrically operated shutter would be carried out by the preferred contractor. This would depend on the provision of funding allocated by District Cllrs and little variation in the final cost. (Action: Chair)

25/B14 West Liss Pavilion

There were no issue to discuss and it was agreed that essential repair work only would take place pending the rebuilding of the Pavilion building.

26/B14 Groundsman's Hut

The Chair agreed to carry out a site visit to investigate further a possible drainage issue reported by the Groundsman (Action: Assistant Clerk to arrange).

27/B14 Parish office

It was agreed that consideration would be given to the collection of second hand office furniture which had been recently acquired to see if this met the needs of the office and meeting room as regards table requirements. If this was unsuitable the Assistant Clerk would identify a suitable replacement.

Members of the public were excluded from the meeting due to the confidential nature of the next items of business.

28/B14 EXEMPT Item

Consideration was given to capital items for the 2015/2016 budget. It was agreed that the following should be considered for the budget:

- To refit the Village Hall ceiling tiles;
- To look into the provision of an accessible toilet;
- To look into the refurbishment of the staff toilet.

It was agreed that the curtain at the entrance to the hall which was showing signs of wear and tear would be taken down for the time being. It was also agreed the curtains needed some attention, specifically an assessment of the hanging and pulling system.

29/B14 Any other business

There were no other matters to discuss.

30/G14 Date of next meeting: 1st December 2014 at 7.00pm

Liss Parish Council

Minutes of the Buildings Committee meeting of 1st December, 2014

Members; * Cllr E. Thomas (Chairman), Cllr K. Budden, * Cllr H. Linsley, *Cllr B. Mayo, *Cllr P. Payne, *Cllr D. Dodds.

*Present

Clerk: S. Smith.

31/B14 Apologies

Apologies were received and accepted from Cllr Budden.

32/B14 Declarations of Interests

There were no declarations of interests.

33/G14 Minutes & matters arising from the Buildings meeting on 8th September 2014 not otherwise on the agenda

The minutes of the meeting of 8th September 2014 were approved as an accurate record of the meeting (proposed by Cllr Mayo and seconded by Cllr Linsley) subject to the deletion of the plural 's' in fire alarm points. Outstanding items were to be considered under their relevant agenda headings.

34/B14 Village Hall

- (a) Fire safety: The Chair advised that the fire safety system was now complete following the installation of a fifth alarm call point. This meant that all work required by the Canon Report had been carried out. Guidance had also been completed on Precautions and Procedures in the Event of Fire, as part of the Standard Conditions of Hire. **It was resolved that:** This guidance would now be displayed in the Village Hall, circulated to councillors and issued to hirers.
- (b) Security lighting: The Chair noted that the redundant light which remained from the work on security lighting had been removed. **It was resolved that:** An additional security light to cover the office door be commissioned.
- (c) Electrical work: **It was resolved that** the quote received to rectify defects in the Electrical Installation Reports be accepted.
- (d) Shutter replacement for kitchen serving hatch: The Chair advised that the RVS would need to apply for the funding from District councillors. **It was resolved that:** The installation of an electronically operated shutter be commissioned providing funding was forthcoming.
- (e) Curtains: The Chair noted that the curtain around the door had been taken down and members agreed that this was appropriate. The Chair advised that a contractor was due to quote for the cleaning and re-fireproofing of the stage and window curtains.
- (f) Sound system: **It was resolved that** a secure metal enclosure be sought for the storage of the sound system.
- (g) Kitchen water supply: The Chair advised that the supply of hot water to the kitchen was in line with the heating and that this was appropriate for hygiene reasons.
- (h) Ceiling tiles: The Chair advised that a contractor would repair the tiles in December.
- (i) Staff toilet: **It was resolved that** the staff toilet should be refurbished.

- (j) Accessible toilet for users of the Village Hall: **It was resolved that** further investigation into the possibilities would take place.

35/B14 West Liss Pavilion

There were no issue to discuss.

36/B14 Groundsman's Hut

It was resolved that a 'Look See' CCTV Survey be commissioned to investigate the problem in the drainage serving the Groundsman's Hut and Newman Collard Pavilion. Cllr Halstead noted that any work required as a result of investigations would need to be carried out prior to any resurfacing work to the path. It was agreed that the 'Look See' cost be borne by LPC but negotiation for shared cost with NCPFT would be necessary for remedial work.

37/B14 Parish office

The Chair drew attention to the new tables in the office which provided greater flexibility for meetings.

38/B14 Any other business

It was resolved that the need for fire safety procedures in the Induction Training Manual be raised at the next meeting of the Staff and Remuneration Committee under any other business.

39/G14 Date of next meeting: 2nd March 2015 at 7.00pm

Signed.....

Dated.....