

Liss Parish Council
Minutes of the Buildings Committee meeting of 2nd March, 2015

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

*Present

Clerk: S. Smith.

01B15 Apologies

Apologies were received and accepted from Cllr Linsley.

02/B15 Declarations of Interests

There were no declarations of interests.

03/G15 Minutes & matters arising from the Buildings meeting on 1st December 2014 not otherwise on the agenda

The minutes of the meeting of 1st December 2014 were approved as an accurate record of the meeting (proposed by Cllr Mayo and seconded by Cllr Payne). Outstanding items were to be considered under their relevant agenda headings.

04/B15 Village Hall

- (a) Fire safety: The Chair advised that the revised document on Precautions and Procedures in the Event of Fire had been issued to regular users, circulated to councillors and was also being issued to ad hoc users.
- (b) Security lighting: The Chair advised that an additional security light to cover the office door had been installed.
- (c) Electrical work: The Chair advised that the work had been carried out and an Electrical Installation Condition Report issued stating that the overall assessment of the installation was satisfactory.
- (d) Electronically operated kitchen shutter: The Chair noted that funding had been received from the District Councillor Community Grant Scheme and that the shutter had been commissioned.
- (e) Sound system: The Chair advised that a suitable storage facility had been difficult to source and was still being investigated.
- (f) Ceiling tiles: The Chair noted that these had been repaired.
- (g) Refurbishment of Staff toilet: The Chair advised that this work was on hold pending consideration of proposals for an accessible toilet.
- (h) Accessible toilet: Members considered the Feasibility Study which had been circulated and discussed the two alternative proposals. **It was resolved that** these proposals should be costed by three contractors.

05/B15 West Liss Pavilion

It was resolved that the remedial work identified in the Electrical Installation Report should be carried out.

06/B15 Groundsman's Hut

The Chair advised that a blockage in the drainage had been cleared and so the CCTV survey was cancelled. This would be re-commissioned should further issues arise.

07/B15 Parish office

The Chair noted that funds had been identified in the 2014/2015 budget for additional storage and redecoration. **It was resolved that** a clear out should be carried out prior to reconsideration of storage needs.

Cllr Budden advised that he was already looking into the possibility of cloud back up for parish records. This raised the question as to whether parish records could be digitised to reduce office storage. It was considered that this would also provide a more secure method of storage.

08/B15 Any other business

It was agreed that a clear out of the Village Hall should be undertaken.

09/G15 Date of next meeting: 8th June 2015 at 7.00pm

Signed.....

Dated.....

Liss Parish Council

Minutes of the Buildings Committee meeting of 22nd June, 2015

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

*Present plus Cllr Jerrard.

Clerk: S. Smith.

10/B15 Election of Chairman

Cllr Thomas, proposed by Cllr Linsley and seconded by Cllr Mayo, was duly elected as Chairman for the ensuing Council year.

11/B15 Apologies

Members accepted apologies from Cllr Budden, Hargreaves and Kendall.

12/B15 Declarations of Interests

There were no declarations of interests.

13/G15 Minutes & matters arising from the Buildings Committee on 22nd March 2015 not otherwise on the agenda

The minutes of the meeting of 22nd March 2015 were approved as an accurate record of the meeting (proposed by Cllr Dodds and seconded by Cllr Mayo). Outstanding items were to be considered under their relevant agenda headings.

14/B15 Village Hall

- (a) Electrically operated kitchen shutter: The Chair noted that the shutter had been fitted and associated work completed. This had been well received by the RVS lunch club.
- (b) Sound system: **It was resolved that** the possibility of using the old disused toilet for storage would be considered and, if deemed unsuitable, a purpose made storage facility would be commissioned.
- (c) Refurbishment of staff toilet: The Chair advised that this was on hold pending consideration of proposals for an accessible toilet.
- (d) Accessible toilet: Three quotes were considered by Members. **It was resolved that** the Chair would submit a motion to Council for an accessible toilet and that the Assistant Clerk would research possible grants for Accessible Facilities.
- (e) Fire safety procedures: In the absence of staff induction procedures at the current time, **it was resolved that** the Chair would write to the Clerk regarding issuing fire safety instructions to existing and new staff.
- (f) Clear out: The Chair highlighted the progress made to date and the need for further clearance to take place. **It was resolved that** the Assistant Clerk would arrange a meeting between the Chair and caretaker to agree further clearance of unnecessary materials from hall.
- (g) Side fire exit: **It was resolved that** the Assistant Clerk would ascertain what action, if any, has been taken by the Clerk in procuring a replacement fire door push bar. Dependant on the outcome, the Chair would instruct Liss Technical services for further action on the fire door.

- (h) Oven: The Chair noted that the door had been repaired.
- (i) Boiler: The Chair noted the thermostat within the immersion heater was due to be replaced to improve control of the water temperature in the kitchen.
- (j) Curtains: The Chair highlighted issues with the cost of fire proofing the curtains and the fact that they retain cooking smells. **It was resolved that** the Chair would obtain comparison costs for: a) cleaning and fireproofing existing curtains and b) the supply and installation of blackout blinds with child protection.

15/B15 West Liss Pavilion

The Chair noted that the electrical work had been carried out and a Satisfactory Electrical Installation Report issued.

16/B15 Groundsman's Hut

There were no issues.

17/B15 Parish office

The Chair noted that some progress on clearance had taken place but this was hampered by the need to retain old documents. **It was resolved that** a meeting should be set up to make progress on the possibility of cloud back up or digitisation of parish records. (NOTE: Subsequent to the meeting the Chair has discussed the matter of cloud storage of records with the Council Chair who had not been in full agreement with the meeting resolution. He felt that he could progress the matter securely and at the lowest cost, rather than involving someone outside the council.)

18/B15 Any other business

There were no issues.

19/B15 Date of next meeting: 7th September 2015 at 7.00pm

Signed.....

Dated.....

Liss Parish Council

Minutes of the Buildings Committee meeting of 7th September, 2015

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

*Present

Clerk: Not present. Notes taken by Cllr Hargreaves.

20/B15 Apologies

None received.

21/B15 Declarations of Interests

There were no declarations of interests.

22/G15 Minutes & matters arising from the Buildings Committee on 22nd June 2015 not otherwise on the agenda

The minutes of the meeting of 22nd June 2015 were approved as an accurate record of the meeting (proposed by Cllr Dodds and seconded by Cllr Mayo). Outstanding items were to be considered under their relevant agenda headings.

23/B15 Village Hall

Clear out/ Storage of sound system: The chairman reported that he had met with the caretaker and compiled a list for clearance: this was well underway. The sound system would be stored in the disused toilet which had been cleared out, although cleared the disused toilet retained its sanitary ware and plumbing. These items would be removed as part of the accessible toilet installation contract.

Accessible toilet: The chairman noted that the motion to proceed to obtain formal quotes for the creation of an accessible toilet had been unanimously agreed at Council. He had taken advice that the disabled toilet could be used for women if it was labelled specifically for their use as well as the disabled, and this would overcome the concern raised by John Starling about meeting building regulations. It was suggested that in addition if there were any women only events, the condition of hire could specify they could use male toilets as well.

The chairman also reported that he had received a quote from an architect in the village for drawing up a full tender specification for the work which came to around £1700, not including advice on building regulations or on structural work. These costs would be in addition to the cost of the actual work. Three broad estimates had been given for the work, of around £6,000 or more. It was agreed that further advice should be sought, with the intention of then seeking three design and build quotes which included all costs. The £1,700 did include for producing the building regulations submission but a further charge of £45.00 per hour would be made for any ensuing discussion with building regs. The £1,700 did not include for advice from a structural engineer for removing the existing end wall of the ladies toilet.

It was agreed that the district councillors would be approached about the use of their community grant money to help fund the work.

Fire safety procedures: The chairman advised that the revised fire safety procedures had been circulated to all staff and would be brought to the attention of new staff in the training section of the Health & Safety Manual. This was noted by Members.

Side fire exit: The chairman advised that the replacement crash bar had been fitted to the side fire exit. The external handle and lock from the faulty crash bar had been removed and it was planned to use it on the door into the hall from the staff toilet lobby instead. The chairman reported that a refund from the company that fitted the original crash bar was being sought.

Curtains: The chairman reported that he had met on site with a specialist firm who provided non-domestic curtains and blinds. Their advice was for roller blinds, with a simple chain mechanism, using fire proof material with a reflective backing to reflect incoming sunlight. The quote was £382 for both windows, with an additional £46.23 if material with a reflective backing was used. It was agreed to accept the quote subject to checking with the clerk the available budget.

The issue of fireproofing the curtains covering the stage was raised and it was agreed that the options for this would be investigated.

Chairs: The Chair noted an issue with a few backs coming loose. Style Seating would inspect/ repair when they were next in the area (16/9). This was noted by Members.

24/B15 West Liss Pavilion

The Chair noted a break-in had occurred but no damage. It was noted that the leaving of an abusive message had been the motive.

5 Groundsman's Hut

There were no issues.

26/B15 Parish office

Update from Cllr Budden on cloud storage: Cllr Budden said he had been give a quote for scanning documents to the cloud of 3.5p per page, which covered the initial scanning and subsequent access, plus a general fee of £120 a year. It was agreed that before any decision could be made the matter needed to be investigated further, e.g, on how many documents were involved, how many did not need scanning, and what hard copies would still need to be kept. As a starting point Cllr Budden agreed to draft a note raising some of the issues and that subsequently the matter would need to go before full council.

27/B15 Any other business

There was no other business.

28/B15 Date of next meeting: 30th November 2015 at 7.00pm

The meeting closed at 7.55 pm.

Signed.....

Dated.....