

BROCKWORTH PARISH COUNCIL

**MINUTES OF THE MEETING OF THE BUILDING MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 16 JUNE 2010 AT 7.00PM
AT BROCKWORTH PARISH COUNCIL OFFICES**

Present: Councillors: J Hunt (Chairman), Mrs C. Neal, R Furolo,
Mrs J Flounders, Mrs S Lefeuvre-Wellard, Mrs L Price (Building
Administrator), Mrs J Shirley (Clerk)

Members of the Public: One member

195/BM TO RECEIVE APOLOGIES FOR ABSENCE
Apologies had been received from Cllr Shellswell. The meeting accepted the apology and reason given for absence.

196/BM ELECTION OF CHAIR FOR THE ENSURING YEAR
Cllr Hunt was unanimously elected as Chair of the Building Management Committee.

197/BM MINUTES
The minutes of the meeting held on 21st April 2010 were approved and signed.

198/BM ADMINISTRATORS REPORT
The Building Administrator's report had been circulated to members prior to the meeting and an update was tabled.

The meeting agreed to accept the quote from PR Heating for the installation of tap mixer valves. **Action: Building Administrator**

The meeting considered the annual boiler service prices and it was agreed to ask the current contractor if they will match the price quote received from a competitor. **Action: Building Administrator**

Baylift has advised 3 items that are needed for the lift maintenance. One item is already in place. It was agreed that the pit ladder be purchased but to find out from Baylift what is involved. It was agreed to cost up a safety barrier from an alternative source. **Action: Building Administrator**

Decoration of Office 1: Cllr Flounders proposed accepting the quote from Mr S Wall, seconded by Cllr Neal, providing that Mr Wall can decorate the office within the time frame required, otherwise the contract will be given to the other contractor. This was agreed by all. **Action: Building Administrator.**

Hot water urn: Cllr Flounders proposed a donation of £20 to RBL as thanks for the loan of the hot water urn. Cllr Hunt seconded and this was agreed. Cllr Neal abstained from the vote. It was agreed to order a new element for our defective water urn so that it can be used as a back-up option. **Action: Clerk / Building Administrator**

The Youth Centre had responded concerning the signage for No Ball Games. The meeting noted the comments and agreed that they did not wish to pursue having a sign. The Building Administrator will monitor the situation.

Sewerage pump maintenance: a quote had been received for annual servicing and to have the wet well emptied. Cllr Hunt proposed accepting both quotes,

Signed

Date

seconded by Cllr Flounders and agreed by all. **Action: Building Administrator**

Cllr Furolo joined the meeting at this point.

Evacuation Chair: the meeting discussed the purchase of an evacuation chair. Two prices had been received, £650+VAT and £795+VAT for similar style chairs. There was a lengthy discussion. Cllr Lefeuve-Wellard suggested that the purchase of a chair be investigated further. Cllr Neal seconded. The Clerk and Building Administrator will find out if GCC and TBC have evacuation chairs. It was also requested that the Fire Brigade be asked for their opinion of the chairs. All agreed to investigate the matter further. **Action: Clerk / Building Administrator**

It was agreed to fit 2 new door closures. **Action: Building Administrator**

A booking enquiry had been received from a martial arts group that had previously used the Community Centre. The committee agreed not to accept the booking, as the booking will incur security costs that outweigh the income received. **Action: Building Administrator**

TV/Information Screen for the foyer: Cllr Flounders proposed purchasing a 32" Samsung TV for the foyer and a separate DVD players with lockable box unless the DVD player can be wired into the reception office. It was agreed by all. The TV would be used to provide information about the community centre and activities taking place. **Action: Building Administrator**

Induction Hearing Loop: the provision of a hearing loop is a requirement under the Disability Discrimination Act so that no disabled person is discriminated from using the community centre. The Committee agreed to purchase the equipment from RNID. Building Administrator was requested to find installation prices and to accept the lowest price quote. RNID offered a training element in the use of the equipment and it was agreed to find out more information regarding the training. **Action: Building Administrator**

Lightning Conductor: it is a requirement to have the lightning conductor checked and serviced annually. Two quotes had been received and Cllr Lefeuve-Wellard proposed accepting the quote from EES. Cllr Neal seconded and all agreed. **Action: Building Administrator**

It was agreed to purchase new hoses for the vacuum cleaners. **Action: Building Administrator**

Friday Lunch Club: a list of 10 names of those interested has already been received. The minibus will cost £9 per hour and can seat up to 7 people. The bus will only be used by the very infirm. The weekly lunch club will only operate when the Conference Centre Assistant is available to provide the meals. It was agreed that the Building Administrator would co-ordinate with the kitchen and agree a start date. Clerk to arrange a Press Release publicising the event. **Action: Building Administrator and Clerk.**

The Building Administrator left the meeting due to another commitment.

Signed

Date

199/BM

FINANCE

Receive a statement of the costs of running the Community Centre

The Year to Date and Budget Variance reports were noted.

Review Telephone Supplier for the Building

The Clerk outlined the cost savings associated with moving telephone supplier. It was agreed to move the fixed contract from the Chairman's line to the main number and move broadband across to the main number. It was agreed to move 3 of the remaining 4 telephone lines to a cheaper supplier. The Clerk will trial email to fax and report back to the committee as it may be possible to remove the 4th line altogether; the line will stay with BT in the meantime. Clerk to contact KIS to make arrangements for the necessary changes to the alarm line. **Action: Clerk.**

Service Supplier Contracts

The committee considered delegating authority to the Clerk with Chair and Vice-Chair to move annual service contracts due to the short timescales involved in obtaining competitive prices. Cllr Neal proposed delegating authority for gas and electricity utilities only, seconded by Cllr Flounders. The vote was 3 in favour, 1 against and no abstentions. Motion carried.

Policy criteria for award of discounts for the Community Centre

The Clerk explained that it would be good practice to have a policy that outlined the criteria that charity requests would be measured against for the award of discounts for the hire of the community centre. The policy would ensure a fair and consistent approach and protect the council from accusations of unfair practice. There was a lengthy discussion. Cllr Lefevre-Wellard suggested and it was agreed that the Clerk should prepare some example criteria that the committee would consider at the next BMC meeting. **Action: Clerk.**

The committee agreed to find out what other local venues charged and discounts offered. **Action: Clerk / Committee.**

200/BM

CORRESPONDENCE

A request had been received from Youth Centre for funds towards the repair of the MUGA net. The Committee requested that the Youth Centre be asked to complete a grant application form; however the committee did agree to donate £134.38. **Action: Clerk.**

It was agreed to sign the new 12 month contract from Initial for sanitation and nappy bin collections, at a much reduced cost than previously offered by the company. **Action: Clerk.**

201/BM

SEPARATE BUSINESS - There was no separate business.

202/BM

DATE OF NEXT MEETING

It was noted that the next meeting of the Committee will be held on Wednesday 18th August 2010 at 7pm at the Community Centre.

Meeting closed at 9.35pm.

Signed

Date