



# BOX PARISH COUNCIL

## MINUTES OF AN MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON 11<sup>th</sup> SEPTEMBER 2023

1. **Present:** Councillors: S. Parker (Chairman); R. Bean; N. Ingledew; T. Walton  
Mrs J. Wright and Mrs T. Meek – Box Bowls Club  
Mrs Carey (Clerk)
2. **Apologies:** Councillors: J. Clifford
3. **Absent:** Nil
4. **Public Question Time:** There were no members of the public present
5. **Minutes:** The Minutes of the meeting held on 17<sup>th</sup> July 2023 were taken as read and signed as being a true record
6. **Pavilion:**
  - **Hot water tap in lower men's toilet and in public toilet:** Two taps had been replaced at a cost of £354
  - **Repainting of cills and doors:** Further quote to be obtained as soon as possible. The external door to the public toilets needs repair/replacing.
  - **Boiler replacement:** It was agreed that the Pavilion Working Group would look at the various options for water and heating and what would best suit the users of the building.
  - **Update on walkway lighting:** This has been moved back to the Playing Fields Management Committee to be put on the jobs list
  - **Public toilet vandalism:** The Insurance Company has agreed a settlement figure of £3663.12. This will include the cost of repairs at £3350; £62.50 for loss of business, £500.62 for increased electricity and gas charges and £250 excess charge. The repairs to the building had been carried out and Fire Alarm Consultancy had carried out the repairs to the fire alarm. The ceilings need repainting and quotes are being obtained for this. One quotation had been received for the work to repairing the lights in the shower rooms and hallway and for replacing the fluorescent lights with LED batons.

**Recommended** that the quotation from Mr Bond in the sum of £245 be accepted

It was felt that the walks to the shower rooms need repainting and it was suggested that the Community Pay Back Team could be asked to do this work

**Motion sensor tap for disabled toilet:** One quotation for a motion sensor tap had been received. Further quotes to be obtained. Money to be put in the budget for this

  - **Discussion on provision of electric hand dryers in the Pavilion toilets:** Quotation received for four electric hand dryers – money to be put in the budget for this
  - **Discussion on the provision of a security light by the gate at the Bowls Club:** It was suggested that a solar light on a post could be put by the gate. The Groundsman was cutting back the hedge to help with this

### **Project updates:**

- **Pavilion Development Working Party:** Terms of reference had been drawn up and these were discussed.

**Recommended** that the Terms of Reference for the Pavilion Working Party be accepted.

There was a discussion as to whether the Working Party should also include looking at other public buildings ie the Selwyn Hall and the Rudloe Community Centre

- **Pavilion booking software:** Two quotations had been received.

**Recommended** that the quotation from Hall Booking Online be accepted in the sum of £10 per month and the software installed.

- **Review of solar installations:** To be considered by the Pavilion Working Group

### **Future Projects**

- **Rainwater harvesting:** It was agreed to look at this for both the Pavilion and Tractor shed. The discussion re the Pavilion would be look at by the Pavilion Working Group Quotations had been received for the equipment in the region of £2000-£2900 plus a similar sum for the installation. It was suggested that this could also provide a watering supply to the Allotment.

It was agreed to look at this with the budget.

### **Items for discussion:**

- **Hiring Policy:** A draft Hiring Policy will be drawn up. This would include the hiring of the Pavilion and the Council Chambers. Whilst it had been agreed that the Council Chambers should not be used for a political or religious group it was agreed that the local MP could use this for his Surgeries.

## **7. Council Offices:**

- **To discuss any work that needs to be carried out:**
  - The timber on the top of the railings needs fixing
  - The front wall is crumbling
- **Drains:** The drain outside the Council Offices to be rodded. It was agreed to ask Wessex Water for the route of the drains at the Offices
- **Boiler:** The circuit board on the boiler has been replaced and a service carried out
- **Roof:** The roof has been checked and this is in good condition.

## **8. Jubilee Youth Centre:** Cllr S. Parker to meet with the Jubilee Youth Centre Management Committee

## **9. Forward plan and Risk Assessment:** To be updated Clerk had arranged for PAT testing to be carried out

## **10. Tractor Shed:**

Wiltshire Council has confirmed that Planning Permission is required for the solar panel installations and an application will be submitted to them.

The insulation to the upstairs had been completed but it was agreed that the walls downstairs would need insulating to protect the batteries and machinery. Money to be included in the budget for this.

**11. Items to be considered with the budget:**

- Pavilion:  
Redecoration of cills and replacement door to public toilets – suggested this should be half glazed PVC with an automatic lock with timer  
Motion sensor tap  
Four hand dryers  
Radiators in public toilets are rusty – need replacing or repainting  
Toilets seats in all toilets need replacing  
New cookers
- Tractor shed  
Rainwater harvesting
- Selwyn Hall wall – build up money for the work

Revision of Hire Charges to be considered at the budget setting meeting

**12. Items of report:**

- The shower heads need descaling

**13 Date of next meeting: 13<sup>th</sup> November**

*Meeting closed at 9.15 pm*

**Chairman**