



# BOX PARISH COUNCIL

## MINUTES OF AN MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON 11<sup>th</sup> MARCH 2024

- 1. Present:** Councillors: S. Parker (Chair); R. Bean; S. Roche; T. Walton  
Mr K. Derby – Box Bowls Club  
Mrs Carey (Clerk)
- 2. Apologies:** Cllrs R. Bolton; J. Clifford; I. Johnston;  
The apologies were accepted
- 3. Absent:** Nil
- 4. Public Question Time:** There were no members of the public present
- 5. Minutes:** The Minutes of the meeting held on 15<sup>th</sup> January 2024 were taken as read and signed as being a true record
- 6. Pavilion:**
  - a. Issues raised by User Groups:** There were no issues raised
  - b. Repainting of cills and doors:** The work had been completed in the sum of £530
  - c. Boiler replacement:** Cllr T. Walton had met with John Beazer to look at the electric installation for solar panels and battery at the Pavilion, to discuss the capacity and options to move away from gas. John Beazer was confident that the Parish Council could do this. The water usage in the Pavilion needs to be evaluated and money could be put into next year's budget to replace the radiators with electric heating. John Beazer works with companies who design electric heating who would be willing to carry out surveys. It was felt that the battery could supply a large amount of this which would result in costing the council less energy to heat the building.

It was agreed to also bear in mind the options put forward by Ultra-Warm  
More information to be obtained on the various options.
  - d. Motion sensor tap for disabled toilet:** £1249 had been put into the budget for this. It was agreed to get updated quotations and quotes for using a dyson combination tap and dryer which would cover two sinks.

It was also suggested that a radar access key could be fitted to the door which would mean that the toilet could only be accessed by a disabled person holding the key
  - e. Provision of electric hand dryers in the Pavilion toilets:** £1040 had been put into the budget for the electric hand dryers. It was agreed to get updated quotes for this.
  - f. Path in front of the Pavilion:** It was reported that this had been discussed when the new contract with the Bowls Club was being drawn up. As the path in front of the Pavilion would still exist if the bowling green was removed, it was agreed by three votes in favour and one against that this should come under the responsibility of the Parish Council.

## 7. Project updates:

- a. **Pavilion Development Working Group:** The working group had met on 20<sup>th</sup> February and notes from the meeting had been circulated. Cllr Bean felt that this should be looked at further to cover the next 25 years and whether there would be a need for an office, as he did not feel that there should be a dedicated space for this. It was explained that the Working Group were following the remit given to them and would be talking to surveyors to look at various options.
- b. **Pavilion Booking Software:** This will be set up in April
- c. **Rainwater harvesting:** Letter received from Wessex Water stating “due to the significant investment of the major scheme hoping to start in Box in 2027, Wessex Water has *not* agreed to a SuDSPod trial in Box. However, Howard from GreenBlue Urban has confirmed that they are still keen to continue with the installation of a SuDSPod at the Sports Pavilion. This would be beneficial to Wessex Water, to see the product in action, to assess the reality of maintenance, but also to allow our contractors to understand what is required for the installation.” It was agreed to ascertain from GreenBlue Urban when this was likely to happen.
- d. **New door for public toilets:** £3900 had been put into the budget for this. One quotation had been received. It was agreed to obtain further quotes to include the radar keys

## 8. Items for discussion:

- a. **Hiring Policy:** The existing rules for use of the Pavilion need updating. It was also agreed to look at model hiring policies to see if a separate policy is needed or whether the existing rules could be adapted. This would need to be amended to include the wording that “any user must be aware of the Parish Council's Safeguarding Policy” **Action: TW**
- b. **Safeguarding Policy:** The existing policy was discussed and it was felt that some of the wording would need to be altered to show how the Parish Council could ensure that it was being adhered to by the various users of the Pavilion.

It was considered whether there should be procedures attached or added to the policy. A distinction would need to be made between regular users who have a safeguarding policy and occasional users.

Mr Derby will provide a copy of the Safeguarding policy used by the Bowls Club and look at possible changes to our current policy as he has experience with this

It was agreed to discuss this further at the next meeting.

- c. **Replacement of ovens in the Pavilion:** As well as replacement ovens there is also a need for extractor fans. It was agreed to look at different types of ovens and to ask the user groups and a local Catering Company what they would use the oven for.
- e. **Further vandalism in the public toilets:** As reported at Full Council on 29<sup>th</sup> February there had been further vandalism in the public toilets and it had been agreed to close these until further notice. The groundsman had been asked to look at the CCTV card and an extra card would also be purchased.
- f. **Reclaiming of VAT for use of the Pavilion:** A further claim had been made for reclaiming VAT for use of the Pavilion. It had been confirmed that the Bowls Club would not be eligible for reclaiming the VAT on using the room in the Pavilion as the sport is not actually carried out in that room. However, the VAT on the use of the changing rooms could be reclaimed. This would also cover the VAT paid by the Football Club for use of the changing rooms. The VAT paid by the Yoga and

Kung-Fu for use of the upper room could be reclaimed but this did not cover the use by the Bridge Club.

A settlement letter had been received and it was agreed to accept the amount offered.

The amounts reclaimed over a four year period are as follows:

Bowls Club - use of changing rooms	£1037.61 + interest
Football Club – use of changing rooms	£177.48
Yoga - use of top room	£792.66 + interest
Kung-Fu - use of top room	£101.67 + interest

Total received: £6101.85 plus interest of £173.28

After discussion it was **recommended** that the £177.48 received in respect of the Football Club should be used to buy new goalposts/nets

After discussion it was **recommended** that the remainder of the monies received should be refunded to the user groups as listed above with the interest to be shared between them.

The recommendations were carried unanimously.

**9. Council Offices:**

**a. Update on issues raised**

- The timber on the top of the railings needs fixing
- The front wall is crumbling

Clerk to obtain quotations for the work

**Action MC**

- b. Drains:** Wessex Water had visited the site to look at the drains and had shown where the line of the drains from the existing properties run into the drain outside the Council offices and then subsequently into the main road. Wessex Water will send an amended map showing this. They had stated that as they are all shared pipes they will always remain as Wessex Water's responsibility.

**10. Jubilee Youth Centre:** Cllr S. Parker to meet with the Jubilee Youth Centre Management Committee. It was agreed to invite them to the meetings as a user group.

**11. Forward plan/Risk Assessment/Asset Register** Forward Plan and Risk Assessment to be updated. Asset Register for the Committee to be drawn up

**12. Tractor Shed:**

The planning application for the work to the solar panels had been approved and work will commence on 22<sup>nd</sup> April

**13. Monitoring of budget** - this is on line

**14. Items of Report and future Agenda items:** Nil

**15. Date of next meeting:** 13<sup>th</sup> May 2024

*Meeting closed at 8.45 pm*

**Chair**