

HORTON KIRBY AND SOUTH DARENTH PARISH COUNCIL

MINUTES OF THE VIRTUAL MEETING OF THE BUILDINGS COMMITTEE

held on Tuesday 16th March 2021 at 7.30 pm.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting was conducted “online”. Any members of the public who also wished to attend on this basis were invited to contact the Clerk so that arrangements may be made for them by Monday 15th March 2021.

PRESENT: Cllr Moyle, Chair
Cllrs I Blackamore Vice, D Mitchell, C Page, P Rushbrook

IN ATTENDANCE: Lisa Johnson, Parish Clerk

1 member of the public

41 APOLOGIES FOR ABSENCE

Received in advance from Cllr R House. Cllr Ward was absent

42 DECLARATIONS OF INTEREST

None received.

43 MINUTES

The Minutes of the last meeting held on 21st January 2021 were signed as a true record.

44 MATTERS ARISING

Minute 56 Regular Hirers: Revise contracts and insurance policies are up to date. **Completed** although not all received back.

16 Maintenance Matters – Repairs to Jubilee Hall roof. On hold

All other action points had been completed.

45 MAINTENANCE

All current, completed and outstanding maintenance matters are monitored on the Maintenance List shared under Maintenance.

CURRENT

Indoor Bowls cupboard under the stage: Cllr Rushbrook to draw up specification for tender. **Ongoing**

Extractor fan Village Hall kitchen: Gasjet inspection January 21, passed, therefore **Completed**

Outside lightbulb to the right of the Jubilee hall front door needs replacing. **Action**

Inspection hatch in Jubilee Hall: Clerk to purchase 2 inspection hatches at £28 to be installed. 1 hatch delivered March 21 Awaiting installation. **In Progress**

SUGGESTED

Thermostat in Village hall needs checking: **Completed.**

Village hall guttering: Leaking gutter joints. **Completed**

Pavilion: Beading above toilet window, pointing of eaves, repair broken gutter, access hatch on wall needs replacing. **In progress**

Pavilion: Leak to internal stopcock. **Action** – contact D Chambers to establish location of external stop cock

Kitchen: 2 out of 3 sockets need replacing. **Action**

46 PLANNING

No planning applications were received to consider.

47 PAVILION

Clerk had produced a draft terms and conditions of hire of the Pavilion in order for the Committee to begin considering all aspects of hiring out the pavilion. Cllr Moyle pointed out that this could be difficult as the pavilions falls within the remit of Buildings Committee but the pitches were part of the ROS Committee. Clerk advised that the t & c's would be an agenda item at the next ROS meeting but could also be added to the full Parish council meeting in April in order for all Councillors to be able to comment at the same time. Cllr Mitchell pointed out that solicitors should be consulted to check all details.

ACTION: Clerk to work on terms and conditions and refer to Invicta Law to check legality once document has been approved.

Clerk advised that the new bookings facility was scheduled to be installed first week of May after the year end closedown had been carried out by Rialtas and upgraded to 'Omega' system. The intention is for Rialtas to link the bookings facility to the website to enable the public to be able to view availability for the Village & Jubilee Hall, Parish Room, Pavilion and football pitches prior to making a reservation directly with the Parish office. Invoices will be produced automatically and be linked to the accountancy software package.

48 CCTV

Further CCTV was considered but deemed not required at present.

ACTION: Larger signs to place around the Village and Jubilee halls to notify the public that they are being recorded to be ordered.

49 BUDGET MONITORING

Committee decided that no virements or EMR's were necessary as the nominal codes were a true indication of monies spent/income received to date.

50 REGULAR HIRERS

Riverside Preschool are operating as usual. Other regular hirers are hoping to return once Government restrictions are lifted.

Clerk noted that no-one from the groups is currently invited to Buildings Committee meetings as was the case in the past. Once lockdown has eased, Clerk will invite the organiser of each group periodically.

Clerk advised that 3 Regular hirers had outstanding invoices, some dating back to early 2020 and had been asked to pay before the financial year end. Cllr Moyle said this was not acceptable and requested clerk to draw up final letters prior to further action to be taken. Cllr Rushbrook suggested that a clause be added to the terms & conditions to prevent any future late payments

ACTION: Clerk to generate letter for outstanding balances to be paid within 14 days for Cllr Moyle to send out. Investigate additional late payment clauses to be added to current terms and conditions of hiring contract.

Clerk reported that a new possible regular hirer would be viewing the Jubilee hall with a view to starting mid-April on a weekly basis.

51 OCCASIONAL HIRERS

Clerk was happy to report that there had been an uptake in bookings since the roadmap out of lockdown had been announced. There was one query on a booking request for the 22nd May which was in the 'Step 3' phase. The Committee decided unanimously not to accept the booking as the Parish Council would not be able to confirm that guidelines would be followed which would result in a breach of the Covid rules at that time.

ACTION: Clerk to inform potential hirer that the date would not be available.

52 DATE OF NEXT COMMITTEE

The next meeting will be Monday 17th May 2021.

Meeting closed at: 8.40pm

Date:

Chairman: