

## HORTON KIRBY AND SOUTH DARENTH PARISH COUNCIL

### MINUTES OF THE VIRTUAL MEETING OF THE BUILDINGS COMMITTEE held on Tuesday 14<sup>TH</sup> July 2020 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 Friday 10<sup>th</sup> July 2020.

#### PRESENT:

Cllr Moyle, chair

Cllrs I Blackamore Vice, D Mitchell, R House, P Rushbrook

IN ATTENDANCE: Lisa Bugler, Parish Clerk

The meeting began at 7.38 due to technical difficulties.

#### 1 APOLOGIES FOR ABSENCE

Received in advance from Cllr C Page. Cllr Ward was absent

#### 2 DECLARATIONS OF INTEREST

None received.

#### 3 MATTERS ARISING

**40 Plumbing** Framework Agreement: tenders had been sent to four separate companies. None had replied, Chris Elliott is currently shielding (Coronavirus) but may be able to help out in the future. **ACTION:** Clerk

**56 Regular Hirers:** Revise contracts, insurance policies. New Covid-19 t&c's to be issued

#### 4 BUDGET MONITORING

The Halls finance report was received for budget monitoring purposes. Income for regular and casual use of the Village halls has been severely affected by the Coronavirus pandemic and subsequent lockdown. Cllr House advised that close monitoring of this was required and that the National Association for Local Councils, on behalf of Town and Parish Councils, continued to lobby central Government for funding to be shared with lower tier Government offices and not kept at district and county levels.

#### 5 REOPENING OF VILLAGE AND JUBILEE HALL

Clerk had provided Government guidelines published 11 July for the safe use of multi-purpose community facilities and a report from Action with Communities in Rural England. The installation of a fire alarm system is scheduled for the 23<sup>rd</sup> July for up to 3 weeks and requires both halls to be closed, Riverside pre-school break up on the 22<sup>nd</sup> July 2020. Councillors discussed that strict guidelines would have to be adhered to, in addition to current terms & conditions, regular hirers would have to agree to supplementary Covid-19 secure terms & conditions and agree to reduced capacity to ensure social distancing. Cllr Rushbrook proposed that the halls will be available to regular hirers from September, subject to conditions. Cllr Blackamore seconded and all were in favour.

**ACTION:** Clerk to carry out full risk assessment, follow Government Covid-19 secure guidelines to prepare the halls, issue supplementary t&c's to regular hirers.

Council members offered to assist with moving donations received during the pandemic to food banks and similar premises that are in need and in the local area as the Jubilee hall will need to be cleared for the fire alarm installation.

**ACTION:** Clerk to contact lead volunteer and offer to donations to suitable alternative organisations.



## **6 MAINTENANCE MATTERS**

The maintenance report was received and the following items discussed:

Due to the lockdown several maintenance items were still to be completed:

Cllr Rushbrook will draw up specification for the cupboards under the stage for tender.

New hinges to be fitted to the Village hall front door

Prepare and revarnish boiler cupboard and threshold

Resilicone VH kitchen floor

Clerk to check with JGF if the repair of the extractor fan in the VH kitchen and replacement of a light in the VH lobby had been completed. **ACTION**

New items included reaffixing light in the Jubilee hall corridor, ladies WC toilet door is stiff and clearing the patio around the Jubilee hall from rubbish, leaves and cleaning if slippery.

Cllr Rushbrook suggested examining the prospect of installing CCTV on the Pavilion roof to cover the bridge and entrance to Westminster Field, the path across the field toward 100 year wood and field. Cllrs Blackamore and Moyle thought this a good idea.

**ACTION:** Cllr Rushbrook to investigate and acquire quotes for the next meeting

## **7 CLEANING**

The clerk reported that May Harris were continuing to clean the Village hall twice per week. The Heathside toilet is being cleaned twice per day 7 days per week as is the toilet at Westminster field. This will continue until the Government advises otherwise. The halls will revert to their daily cleaning schedule in September should the easing of the lockdown progress as expected.

## **8 REGULAR HIRERS**

The clerk advised that some regular hirers had been in contact to enquire when they could return. Several new enquiries had also been received to start once restrictions were eased and the halls were Covid ready.

**ACTION:** Clerk

## **9 CASUAL HIRERS**

The summary of 24 completed feedback forms out of 74 from casual hirers between June 2019 to March 2020 were received by the Committee. 19 reported no problems with others suggesting a bigger broom, bottles were left outside by the previous party and 2 helium balloons were on the ceiling. One booking were informed prior to their event that the men's cubicle was closed due to a plumbing issue but the disabled toilet was available as normal. Positive feedback included the bright and spacious hall, well equipped & clean and friendly easy to booking system. The majority though it was good value for money. Comments included 'Superb' 'Will definitely book again' and 'Wouldn't use anywhere else'.

## **10 DATE OF NEXT COMMITTEE**

The next meeting will be Tuesday 15<sup>th</sup> September 2020

Meeting ended at: 8.35pm

Chairman

Date