



MINUTES OF THE MEETING OF THE FACILITIES COMMITTEE

Held on **Tuesday 1 March 2016** at **7.45 pm** in the Parish Office

Present: Councillors Dr Barnard (chair), Harrison and Ms Healy.

A026. Apologies for absence

Apologies were received from Cllr Dr Haffegge, Jones and Towle.

A027. Declarations of interest and dispensations

Cllr Dr Barnard had declared interests as a borough and town councillor.

A028. Minutes of the previous meeting

The minutes of the meeting of 2 December 2015 were circulated to members ahead of the meeting and were proposed by Cllr Dr Barnard, seconded by Cllr Harrison and RESOLVED.

The minutes of the October meeting are to be brought to the April meeting for approval.

A029. Matters arising

The Clerk had previously circulated the list of matters outstanding via the Tracker list.

The guttering and signage at Whitegrove had been completed. The recycling trial at Brownlow Hall had proved inconclusive so far so would be continued.

A030. Finance 2015/16

a. Financial Report

The Clerk circulated the finance report to the committee ahead of the meeting and this was noted. The Clerk was asked to arrange a meeting with Janet Taft at Warfield Church to discuss arrangements at Brownlow Hall.

b. Consideration of quotations received

The committee considered items for the Whitegrove CC to complete the improvement works. The committee decided that it no longer wished to pursue the purchase of a new football table.

The committee agreed to purchase two new table trolleys for the centre costing £387 + VAT in total. The committee agreed to the purchase and installation of a projector and screen from Thames Valley Visuals costing £1,845 + VAT. The committee agreed to request the carryover of remaining funds to 2016/17.

The Clerk advised members that the light fittings at Brownlow Hall were continuing to fail and needed maintaining or replacing. A quote to upgrade the existing lighting to LED bulbs was obtained costing £5,250 + VAT. By replacing the bulbs, the council would save around 66% on its energy costs. In respect of the urgency of the works the committee agreed to proceed with the updating of the lights from the maintenance budget, however final council approval would be required as the spend exceeds the £5,000 committee limit.

The committee agreed to allocate up to £4,000 from the remaining budget of 2015/16 for redecoration of the main hall for which the Clerk was obtaining quotes, and delegated to make a decision with remaining decorating to be carried out in 2016/17.

The Clerk advised members that the two sheds, installed by the developer of the next door site, were rotten and collapsing. Members agreed to allocate up to £1,000 to purchase one unit to replace the existing two.

A031. User rates 2016/17

The Clerk presented a paper outlining proposed user charges for 2016/17 for both the Brownlow Hall and Whitegrove CC.

Members agreed to rate changes proposed, but proposed freezing the community rate at 2015/16 levels. The rates agreed were:

Brownlow Hall	Commercial/Private		Regular		Community Group	
	15/16	16/17	15/16	16/17	15/16	16/17
Whole building	£50.00	£51.00	n/a	n/a	n/a	£26.00
Hall + 1 room	n/a	£42.00	n/a	n/a	n/a	£21.00
Hall	£31.00	£32.00	£16.00	£16.50	£12.00	£12.00
Blue room	£15.50	£16.00	£12.50	£13.00	£9.00	£9.00
Green room	£13.00	£13.50	£10.00	£10.50	£7.00	£7.00
Library	£5.00					

Whitegrove CC	Commercial/Private		Regular		Community Group	
	15/16	16/17	15/16	16/17	15/16	17/18
Whole building	£25.00	£26.00	£13.00	£13.50	£12.00	£12.25

Members delegated the setting of rates for existing users to the Clerk.

Members agreed that the election rate should be increased to £200 per booking.

Members agreed to the Clerks proposal to discuss with the pre-school users the setting of an annual charge with appropriate monthly repayment options.

A032. User Report

The Clerk updated members on the current usage of both the Brownlow Hall and Whitegrove CC. The Clerk reported that interest in a booking had been expressed for

dog training classes at the Whitegrove CC. The committee agreed in principle to the request, although asked the Clerk to speak to the pre-school to advise them of the development.

A033. Condition Report

The condition report circulated ahead of the meeting was noted by members. The Clerk advised that he was in discussion with the original provider of the stage to see if they would be interested in buying it back. Members agreed that for safety reasons the stage could not be sold to a third party locally.

A034. Items for information

The Clerk advised members that he would be looking at the RBS Rialtas booking software shortly and arranging for this to be demonstrated to the team. In addition, notification had been received that banking charges would be applied from May 2016, therefore the Clerk would be asking users to change their methods of payment as well as exploring the option to receive card payments.

A035. To confirm the date of the next meeting

The next date of the next meeting was confirmed as Tuesday 5 April 2016 at 7.45 pm.

A036. Closure of the meeting

The meeting was closed at 9.25 pm.