



Bletchley and Fenny Stratford Town Council

Minutes of the Newton Leys Building Committee of Bletchley and Fenny Stratford Town Council held at Bletchley Library, Westfield Road, Bletchley on Tuesday 29 January 2019 beginning at 6.30 pm

Present: Cllr Sam Browne, Cllr Keith Ely, Cllr Ethaniel Kelly-Wilson (Chairman)

Absent: Mr Graham Anderson, Cllr Mohammed Arshad, Cllr William Hewitt, Cllr E'amonn O'Rourke, Pastor Stuart Pattico, Cllr Richard Graham, Mr Frank Sime and Cllr Lewis Webster

In attendance: Sam Jivram, Facilities Officer, Will Allen, Environment and Premises Manager, and Delia Shephard, Town Clerk, BFSTC

Min Ref		Actions
NLBC18/19-51	<p>Apologies for Absence Apologies for absence had been received from Mr Anderson, Cllr Arshad, Cllr O'Rourke, Pastor Stuart Pattico, Cllr Richard Graham and Mr Frank Sime.</p> <p>Apologies for absence had not been received from Cllrs Hewitt and Webster.</p>	
NLBC18/19-52	<p>Declarations of Interests There were no declarations of interest.</p>	
NLBC18/19-53	<p>Public Speaking Time No members of the public were present.</p>	
NLBC18/19-54	<p>Meetings It was RESOLVED to approve the minutes of the meeting held on 5 December 2018 as a correct record of proceedings.</p> <p>Members noted that Ms Debbie Scott would be unable to attend meetings on Tuesday evenings and therefore was unable to accept the invitation to join the committee. The committee thanked Ms Scott for her interest but felt unable to change the meeting arrangements.</p>	Clerk
NLBC18/19-55	<p>Building Matters</p> <ol style="list-style-type: none">i Members noted that an up to date snagging list had not been provided to the Town Council by Concept Project Management and this would be followed up by the Environment and Premises Manager (EPM). A number of snagging issues had been dealt with (eg heating, leaking water, temperature of hot water) but uplift of the flooring in the community hall had not been addressed and there were several outdoor snagging issues.ii The EPM reported that a fire risk assessment had been completed and weekly fire checks were in place as was a legionella risk assessment, weekly flushing and ongoing monitoring.iii An Emergency Evacuation Plan was in place and Ellis Whittam had visited to prepare a full H&S action plan for the premises which would be reported to the committee on the next occasions and meanwhile H&S measures would continue to be implemented on a day to day basis.iv Members discussed purchase and installation of bollards to prevent parking on the paving near the building and to ensure that vehicles did	Clerk EPM



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not drive over the pavement next to the car park barrier. It was **RESOLVED** to approve a quotation from JAH Construction to fit three bollards and reinstate slabs around near the cycle racks at a sum of £700 plus VAT including removal of all waste and to authorise officers to use the same company for up to two bollards near the barrier at an anticipated cost of less than £700, funds to come from the lump sum in the S106 allocated for fit out of the building.

- v Members discussed installation of additional intercom facilities for the community and sports halls so that users could manage entry to the building when reception was not staffed. It was **RESOLVED** to approve quotation ref 14219 from South East Security for a Paxton Extension switch and four Paxton video Monitor/Handsets and three additional proximity access controls to doors to be fitted in the Sports Hall, Community Hall and Meeting Rooms 1 and 2 at a cost of £4,980 plus VAT, fund to come from the lump sum in the S106 allocated for fit out of the building. An additional cost of £775.00 would be incurred for the spurs and fire interfaces to be fitted by a separate supplier (Alexander Systems). It was also **RESOLVED** to purchase an additional CCTV camera for coverage of the community hub area from South East Security in the sum of £175.00.

Financial Matters

Members reviewed a financial management information report showing expenditure and income against budget for the year to date and a spread sheet showing approved expenditure to date from the S106 sum. It was **RESOLVED** to approve the following expenditure:

NLBC18/19-56

Supplier	Equipment	Cost
ESPO	Cleaning and office equipment/crocodile	496.64.00
PDL	Fitting of dishwasher	£187.50
Ikea/ Homebase	Christmas Decorations	£51.00
ESPO	Storage boxes	£38.96
ESPO	Cutlery	£46.75
Macol Consulting	Legionella Risk Assessment	£460.00
Ellis Whittam	Health and Safety Risk Assessment and additional premium for cover of NLP	£900.00
ESPO	Additional crockery	£102.6
Initial Services	Doormat and scraper	£226.63
Key	Fire assembly point signage	£38.00
Hortons	Additional keys	£30.00
ESPO	V mop	£35.89
Smiths	Installation of fire extinguishers and signage	£586.00
Ligo	Telephone handsets	£104.15
Maude Sport	Badminton posts/nets	£227.71

NLBC18/19-57

Members discussed the charging structure for period from 1 February to 1 April



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	2019 and following debate it was agreed to make no changes at the present time however the EPM and Facilities Officer (FO) were tasked with exploring alternative pricing structure by activity and timeslot and making a comparison with competitors.	EPM/FO
NLBC18/19-58	The Newton Leys Pavilion budget approved by Full Council for 2019/20 was noted and the need for potential amendments was discussed.	Clerk
NLBC18/19-59	Contracted Services Officers reported that the agreed security contract was now in operation and was being monitored. After further discussions with the contractor the waste disposal contract agreed with Suez could not be fulfilled by them and therefore the waste disposal contract had been awarded to Serco being the next best priced competitor. It was RESOLVED to approve this contract in the sum of £1300.13 per annum. SMS had provided cleaning on three days per week since Christmas but it was agreed that this was insufficient. It was RESOLVED to approve an increase in attendance from three days per week to seven days per week and cleaning hours from 6 hours per week to 12 hours per week. The additional cost of this would be £429 per month.	EPM
NLBC18/19-60	It was RESOLVED to recommend to Full Council that the Spotlight cleaning contract and the NLP contract should be brought together as soon as practical and to go out to tender to let the joint contract with effect from 1 April 2019 (some phasing might be necessary). Inclusion of the Albert Street WC cleaning contract was considered but it was felt that the specification for these premises was not well aligned with the cleaning needs at Spotlight and NLP. Officers reported that BT has made some progress with the survey for fibre broadband provision to NLP and now that the broadband cable into the building had been uncovered this survey should be completed shortly. Meanwhile work continued on provision of agile working facilities for council staff at NLP.	EPM
NLBC18/19-61	Bookings It was RESOLVED to note a report on bookings and transition of users from the Community Centre to the Pavilion and members discussed the anticipated balance of users and activities.	Clerk
NLBC18/19-62	It was RESOLVED to let the large office to Soccatots for a period of six months from 9 am to 5.30 pm Monday to Friday at a cost of £400.00 per month on a trial basis. The room would be available at from 5.30 pm for hire and other users and all equipment and materials must be packed up by 5.30 pm daily.	EPM/FO
NLBC18/19-63	It was RESOLVED to approve the following amendments to the terms and conditions for hire of the building with immediate effect: <ul style="list-style-type: none">• <i>A damage deposit of £100 will be payable prior to all bookings and will be held against the possible cost of small scale damages/additional cleaning and the cost of any keys or fobs loaned to the hirer. This is not exhaustive, if there are costs incurred beyond this figure they will be invoiced to the hirer for immediate payment.</i>• <i>The pavilion halls are not suitable for indoor football as there are various fittings and fixtures which could easily be broken during this activity, indoor football is therefore prohibited. The only exception to this rule will be children's coaching sessions which use a small, light, sponge ball.</i>• <i>A booking form shall be completed for each booking in which full details</i>	All



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shall be given of what activities will take place and of any entertainment or equipment which will be brought onto site. In the event that TC has concerns about the activities or equipment planned by the hirer TC may not allow the hire to go ahead.

- *In certain circumstances small quantities of alcohol may be permitted for consumption. The hirer shall make an application in writing to NLC and alcohol may not be served unless permission has been given in writing by NLC. It will be the responsibility of the hirer to obtain and comply with any necessary licences for alcohol and/or entertainment.*
- *The TC will not be responsible for public liability during your hire except where injury/damage is born directly out of defects or issues relating to the safety of the premises. Where necessary the hirer shall therefore obtain public liability insurance relevant to their booking/activities and in all cases where the booking is made by a business or organisation. A copy of this should be provided to TC.*

NLBC18/19-64 It was **RESOLVED** to hold the first User Forum on Wednesday 20 March at Newton Leys Pavilion at 6 pm.

NLBC18/19-65 **Town Council Presence**

There was considerable discussion of customer service issues and the committee's aspirations and expectations for staffing of the building and provision of the booking and other services. Members noted that the current IT situation restricted the tasks which could be performed on site. It was agreed that regular daily opening hours from Monday to Friday were required and a core session of 4-5 hours in the middle of the day was preferred. However it was also clear that casual spot checks at weekends and evenings were necessary. It was agreed to put an auto response on the bookings email account and to adjust the answering messages on the bookings phone. The Clerk would report to the HR Committee on the Human Resources implications as appropriate.