



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 30 October 2018 beginning at 6.30 pm

Present: Mr Graham Anderson, Cllr Keith Ely, Cllr W Hewitt, Cllr E O'Rourke, Cllr Ethaniel Kelly-Wilson (Chairman), Pastor Stuart Pattico, and Cllr Lewis Webster

Absent: Cllr Sam Brown, Cllr Richard Graham, Mr Frank Sime

In attendance: Sam Jivram, Facilities Officer and Delia Shephard, Town Clerk, BFSTC

Min Ref	Actions
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NLBC18/19-32	Apologies for Absence Apologies for absence had been received from Cllr Graham and Mr Sime. Apologies for absence had not been received from Cllr Browne but it was understood that there had been a problem with delivery/receipt of her emails.
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NLBC18/19-33	Declarations of Interests There were no declarations of interest.
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NLBC18/19-34	Public Speaking Time No members of the public were present.
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NLBC18/19-35	Meetings It was RESOLVED to approve the minutes of the meeting held on 23 October 2018 as a correct record of proceedings.
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NLBC18/19-36	Legal Transfer Draft legal transfer documents (including the draft Land Registry entry) had been made available to members though further advice was awaited from the Town Council's legal advisors as was provision of the correct Landmark Search Flood Report and a further legal opinion on the collateral warranty. However, no concerns or questions were raised at this stage.
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Clerk

NLBC18/19-37	Fit out of building An updated list of expenditure from the lump sum in the most recent S106 had been provided before the meeting and members noted that the current balance was £96,484.82.
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Clerk

Members discussed expenditure on fit out and reviewed quotations supplied. It was **RESOLVED** to approve the following purchases to be funded from the S106 funding held by the Town Council and the lump sum held by MK Council.

Description	Supplier	Quantity	Unit Cost	Total cost
Fridge with icebox - Zanussi ZRG14800WV	https://ao.com/	2	£260.00	£520.00
Commercial Dishwasher - Easy wash originally £1522.00	https://www.easyequipment.com/	1		£799.99
DishwasherD50 - water softener & detergent pack	https://www.easyequipment.com/	1	£200.00	£200.00



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Commercial microwave - buffalo 1100W GK643	https://www.easyequipment.com/	1	£193.99	£193.99
Intruder Alarm Maintenance Contract - 2 checks pa	Ambivent	1	£125.00	£125.00
Intruder Alarm Redcare - 3 service	Ambivent	1	£280.00	£280.00
Access Control Maintenance Contract - 2 checks pa	Ambivent	1	£165.00	£165.00
Tables - rectangle 1600 x 800	ESPO N772690 white	20	£116.00	2,320.00
Storage trolleys		2	£250.00	500.00
Chairs	ESPO N528587 - pack of 6	34	£106.00	£3,604.00
Defibrillator	http://defibzone.com		£915.00	£915.00
Automated external defibrillator safe	https://cardiocabinet.com/		£795.00	
Blinds - Hillarys	Roller / Vertical blinds			£2,918.90
Commercial QBIC washrooms - Soap dispenser - Brushed satin £25.62. Capacity 1200 ml	http://www.qbicwashroom.co.uk/	20	£25.62	£512.40
Commercial QBIC washrooms - Force Plus Hand Dryer - Brushed satin	http://www.qbicwashroom.co.uk/	20	£115.00	£2,300.00
Commercial QBIC washrooms - Jumbo dispenser 13955	http://www.qbicwashroom.co.uk/	20	£33.48	£669.60
Commercial QBIC washrooms - Automatic air fresheners 15355	http://www.qbicwashroom.co.uk/	18	£21.25	£382.50
Commercial QBIC washrooms - refills 15339	http://www.qbicwashroom.co.uk/	18	£24.99	449.82
Initial Washroom Hygiene - Annual cost				£2,410.18
Smith Fire	6 x 6lt water extinguishers / 6 x 2kg Co2 extinguishers / 12 identification signs / 6 Fire Action signs			£606.00
Smiths Fire	Fire Risk Assessment Quote			£495.00
Dove grey coat hook rail	https://www.commercialwashroomsLtd.co.uk/	3	£100.00	£300.00
Key cabinet electronic	Screwfix	1	£89.99	£89.99
Mugs	Espo	200		£360
Glasses	Espo	200		£680
Commercial swing bin - BC150	https://www.commercialwashroomsLtd.co.uk/	2	£272.40	£544.80
Digital wall clocks	Espo	6	£15.25	£91.50

It was **RESOLVED** to purchase and install anti-bacterial gel dispensers for reception and at the end of the changing room corridor.



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FO

for Quotations and designs for additional furniture for the community hub had also been obtained but further work was needed to confirm the orders to be made and it was not possible to complete decision making on this at the meeting.

NLBC18/19-39

Services

Members noted that a security contract for final lock up was yet to be confirmed as were legionella testing arrangements and long term cleaning contract. It was also agreed that it would be necessary to revisit the key and fob suites.

Clerk

There was discussion of the contract to be awarded for purchase of internal and external CCTV. Two quotations had been provided at a cost of £3,270 and £2,358 respectively. The lower quotation was not to the specification required. A third quotation was awaited from the contractor supplying the alarms and access maintenance contract (Ambivent). It was **RESOLVED** that provided this quotation was within 10% of the higher quote the clerk (in consultation with members) was authorised use delegated powers to award the business to Ambivent.

NLBC18/19-40

Booking Terms and Conditions

Revised draft terms and conditions and booking forms were discussed by the committee in some detail. It was agreed to undertake further work on the forms and to test them with existing hirers of Newton Leys Community Centre. It was **RESOLVED** to approve the content of the booking terms and conditions (although minor changes to layout would be undertaken).

EPM/FO

Cllr Webster volunteered to undertake additional work on the budget and business model for the Pavilion and it was agreed that the Facilities Officer would provide him with data about bookings, charges etc to assist with this. This work would assist with the review of the 2019/20 budget due to take place at the next meeting.

Cllr Webster/
FO

NLBC18/19-41

Next Meeting

The date of the next scheduled meeting was 27 November 2018 and it was agreed that it was not necessary to plan a further meeting prior to this date as the legal transfer itself would need to be approved at full council in any event. However if it became necessary the clerk would liaise with members to arrange an additional meeting.

Clerk