

**Committee Members:**

Mr P Whittle (Chairman), Mrs B Weeden (Vice Chairman), Ms C Escombe, Mr B Fitzpatrick, Mrs J Pyne, Mr M Taylor-Smith and Mrs. J Newman (Ex-Officio)

**1. ADJOURNMENT FOR PUBLIC SPEAKING - NA**

**2. APOLOGIES FOR ABSENCE:**

None

**3. DECLARATION OF INTERESTS:** *To receive notice of personal interests, whether of a prejudicial nature or otherwise, in respect of items on this agenda, in accordance with the Council's Code of Conduct*

None

**4. APPROVAL OF MINUTES:**

- regularly checked and maintained.
- Kino action plan – Group discussed the proposed actions and amended to the following;
- Kino – Clean windows, ledges and gutters – by end of October 2018
- Kino – Clarify with TWBC the permissions required – by end of October 2018

Minutes of the meeting held on 30<sup>th</sup> July 2018 where approved and signed by the Chairman.

**5. MATTERS ARISING FROM PREVIOUS MINUTES:**

- Copt Hall Risk Assessments – PW confirmed that the Electricity metre had still not been located, therefore risk assessment had not been done. Also need to check electrical payments – Clerk to action (Phil may know where it is)
  
- Sports Hall: The Clark explained that FA / Football Foundation funding was dependent upon increasing participation in football. The football pitches are on Wealden Clay and have limited usage in the winter months. The FA arranged an initial football pitch inspection and action plan to improve the pitches – This is being reviewed – however the outcome is that the actual usage of the pitches has not improved. Therefore, we are unlikely to obtain FA / Football Foundation funding to improve the changing rooms. The agreed action was
  - Need to concentrate on development of MUGA to get funding from Sports council. .
  - Review football pitch improvement works
  - Investigate Sports changing rooms – funding options

More4Kids will be leaving at the end of October. Need to ensure that they clear all equipment from hall and garages.

- WiFi for Sports hall (RG update) – BT now due on site on Monday 22<sup>nd</sup> October 2018
- Bus shelters – Still outstanding – Clerk to resolve with caretaker and liaise with JP. Need to clarify if HPC asset, if not can we seek funding to cover maintenance costs.
- Defibrillator – Installed at Sports pavilion. Need to ensure that is Kino – Finalise quotes to decorate / repair windows, boarding etc. by end of December 2018
- Kino – Apply for permissions by end of January 2019
- Contractors on site in “down time” – May / June 2019
- HPC – Dialogue regarding 1<sup>st</sup> January 2019 rent review by end of October 2018

## **6. CORRESPONDENCE:**

None

## **7. MATTERS FOR FURTHER DISCUSSION**

### **i) Budget for 2019/20**

The Committee discussed the draft Buildings Committee budget

- Noted indicative rent increase at Kino – Victoria Hall
- Confirmation of wage increase – is there the opportunity to enhance the role towards a “warden” and seek funding to do extra work – litter picks, trimming hedges etc. (clerk to discuss with staff)
- Need to review street lighting contract – energy broker – clerk to action
- Add Wi-Fi into KGV and budget for Copt Hall as well
- KGV boiler – need to budget £2K

### **ii) Additional budget items for 2019/20**

- CCTV at KGV - £3k and include alarms. Must be colour and good resolution
- Chairs – seek 30 good chairs for Copt Hall and transfer others to KGV sports pavilion
- Curtains or blinds – test the existing curtains and report back if new curtains required – Clerk and Cllr Taylor Smith by end of October 2018
- Fix wiring checks needed - £800 for KGV sports pavilion, Copt Hall and Office

Also consider a fee for Land Registry searches for the Parish (i.e. Who owns the Bus Shelters) – this would be Land Committee

Asset register was discussed, it is in line with KALC best practice and is reviewed annually. It will be again in early 2019.

## **8. QUESTIONS AND COMMENTS FROM COUNCILLORS:**

None

## **9. CONFIDENTIAL:**

The committee discussed contracts at the Kino and Parish Office

## **10. CLOSURE:**

Meeting closed at 10.20pm

The next meeting of the Buildings Committee is on Monday 17th December 2018.