

**Minutes of the Meeting of the Property Committee  
held in the Council Chamber, Yaxley Parish Council on 18th June 2019.**

Present:- Councillors R Butcher, R Doncaster, G Needham, M Oliver, M Southgate and S Wayland.

In attendance – H Taylor and Councillor A Wood.

**PR1. ELECTION OF CHAIRMAN**

On the proposition of Councillor R Butcher seconded by Councillor B Doncaster, it was **RESOLVED** that Councillor M Oliver be elected Chairman of the Committee for the ensuing Municipal Year.

*Councillor M Oliver in the Chair.*

**PR2. APOLOGIES**

No apologies were received.

**PR3. DECLARATION OF INTERESTS**

No declarations were received.

**PR4. MINUTES**

Councillor S Wayland proposed approval of the Minutes of the Committee held on 19th March 2019. This was seconded by Councillor R Doncaster and **RESOLVED**.

**PR5. ELECTION OF VICE CHAIRMAN**

On the proposition of Councillor R Butcher, seconded by Councillor R Doncaster, it was **RESOLVED** that Councillor S Wayland be elected Vice Chairman of the Committee for the ensuing year.

**PR6. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**PR7. FEES AND CHARGES**

By way a report by the Clerk (a copy of which is appended in the Minute Book) Members reviewed the hire charge for the Pavilion, Austin Hall, Owen Pooley Hall and Queens Park. Given the income/expenditure streams in the 2018/19 and the financial forecast for 2019/20, it was proposed by Councillor S Wayland that

- the room hire rates remain the same for 2020 and be reviewed in 12 months;
- that regular long term daily hall users (Monday to Friday) continue to be awarded a 20% discount on the hourly rates; and
- that the Clerk uses her discretion to award a 5% discount, on the hourly rates, for regular weekend users of the hall where she sees fit.

This was seconded by Councillor R Butcher and unanimously **RESOLVED**.

**PR8. REPLACEMENT WINDOWS – 50 MAIN STREET, YAXLEY**

The Clerk reported that the windows had been replaced at 50 Main Street and were now awaiting painting. Unfortunately, the work had revealed issues with the plaster on two walls which was being investigated further with a view to remedial action being taken.

**PR9. QUEENS PARK ENERGY EFFICIENCY MEASURES**

Members received an update from the Working Group set up by Full Council to examine possible energy efficiency hot water and room heating measures for Queens Park (a copy of the notes of the Working Group meeting are appended in the Minute Book).

The Committee were advised that four aspects of energy usage were identified for consideration being lighting, water heating, room heating and power source. Since the last meeting the hall lights and car park lights had been upgraded to LEDs. Attention was now focused on reducing the cost of heating the main hall and the hot water. Members agreed that the electric fan heaters in the main hall were very expensive to run and inefficient. A quote had been received from P & J Massingham to replace the heaters with 1500w programmable electric radiators, details of which were read out at the meeting. With regard to the hot water, Members were reminded of the need to maintain the water at a certain temperature for legionnaires testing. As heating the large water tanks were costly alternatives such as electric showers were being investigated and the costings/specifications would be reported back to a future meeting. In the meantime, Members felt that the fan heaters in the main hall at Queens Park should be replaced as soon as possible. Rather than delay the work, Councillor G Needham proposed that Full Council be asked to waive Financial Regulations 10.3 and 11.(a i) regarding obtaining three quotes and that they be requested to approve the quote received from P & J Massingham and the costs of the improvements, amounting to £5361.40 be funded from the General Reserves. This was seconded by Councillor S Wayland and **RESOLVED** unanimously.

**PR10. EXCLUSION THE PRESS AND PUBLIC**

That in accordance with Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

It was proposed by Councillor R Butcher and seconded by Councillor R Doncaster that the meeting should be closed to the press and public at 7.30pm.

**PR11. PAVILION REFURBISHMENT PLANS**

With the assistance of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book), Members discussed options to make the pavilion more appealing to users, including removing some or all of the railings and the fitting of shutters over the windows and new doors to the changing rooms.

At the same time, the Chairman reported that he had met with an Estate Agent the day before to discuss renting the hall out as office space. It could be a viable proposition but would require new flooring, a phone line and permission from the District Council for change of use. Members agreed that this should be investigated further.

In the meantime, it was felt that the changing room doors should be replaced with lockable steel doors and the railings in that area only be removed. Consideration was then given to three quotes for the work and Councillor G Needham proposed that the quote for replacement doors by Armor Shutters be accepted subject to approval from Full Council for the cost of the work, amounting to £2,600, be funded from the General Reserves. This was seconded by Councillor R Butcher and unanimously **RESOLVED**.

**PR12. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.**

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor R Butcher and seconded by Councillor R Doncaster that the press and public should be readmitted to the meeting.

Meeting closed at 7.45pm

Signed .....

Chairman.

**DRAFT**