

**Minutes of the Meeting of the Property Committee held in the Owen Pooley Hall,  
Main Street, Yaxley on 21st June 2022 at 7.00pm.**

Present:- Councillors R Butcher, D Chapman, B Doncaster, K Gulson and S Sanderson.

In attendance – Councillor A Minns and Mrs H Taylor – Clerk.

*In the absence of the outgoing Chairman and Vice Chairman, Councillor R Butcher chaired the meeting for items PR1 to PR4, prior to Councillor D Chapman, having been elected Vice Chairman, taking on the role for the remainder of the meeting.*

**PR1. ELECTION OF CHAIRMAN**

On the proposition of Councillor K Gulson, seconded by Councillor S Sanderson, it was **RESOLVED** that Councillor M Oliver be elected Chairman of the Committee for the ensuing Municipal Year.

**PR2. APOLOGIES**

Apologies for absence were received and accepted from Councillor A Knight and M Oliver.

**PR3. APPOINTMENT OF VICE CHAIRMAN**

On the proposition of Councillor R Butcher, seconded by Councillor K Gulson, it was **RESOLVED** that Councillor D Chapman be elected Vice Chairman of the Committee for the ensuing year.

*Councillor D Chapman – Vice-Chairman in the Chair.*

**PR4. DECLARATION OF INTERESTS**

No declarations were received.

**PR5. MINUTES**

Councillor K Gulson proposed approval of the Minutes of the Committee held on 22<sup>nd</sup> March 2022. This was seconded by Councillor R Doncaster and **RESOLVED** unanimously.

**PR6. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**PR7. REPAIRS AND MAINTENANCE**

By way of a report by the Clerk (a copy of which is appended in the Minute Book), Members noted the repairs and maintenance carried out on the facilities since the last meeting, along with that planned. Special mention was made of the emergency repairs to Queens Park Hall following an accident involving a car hitting the building. Members thanked all those involved in getting the repairs completed.

With regard to general maintenance, attention was drawn to the floor of the Owen Pooley Hall which has been scraped in various places resulting in the top surface coming away. The Clerk reported that she would investigate the cost of having the floor re-sanded and sealed. The Clerk mentioned also that the plinth in the Owen Pooley kitchen had been broken under the dishwasher and the cabinet carcass and the device itself may need replacing. In the Austin Hall, quotes were being received to have the flooring replaced in the kitchen and toilet areas and once received the Clerk would consult with the Chairman and Vice Chairman with a view to having the work done over the summer.

Attention was drawn to a request from Stretton Pre School to replace the wooden fence around the garden area at the front of the Owen Pooley Hall. The proposed fence would be green mesh perimeter fence 1.9m in height and would give additional security. As the building was in a conservation area and adjacent to a listed building, the Pre School would be seeking planning permission. Having visited the area in question, Members felt that the proposed height of the new fence was too high and out of keeping with the character of the building and street scene and that a secondary fence of similar height and structure of that standing could be erected within the garden at a distance far enough away from the first fence to provide the necessary security. Whereupon it was proposed by Councillor K Gulson, seconded by Councillor R Butcher and unanimously **RESOLVED** that the Clerk respond to Stretton Pre School with this suggestion and a request that the front garden be tidied up.

#### **PR8. USE OF BUILDINGS BY REGULAR HIRERS**

In receiving a list of regular hirers for the Council's halls (a copy of which is appended in the Minute Book), Members thanked all those involved in hiring out the facilities particularly given the increase in bookings since the lifting of the covid measures.

#### **PR9. FEES AND CHARGES**

By way of 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, along with the discount awarded to Stretton Pre School and other charitable groups. In doing so, Members were advised that the Parish Council's facilities were normally closed on bank holidays, but an exception was made for regular weekly users who required 50 weeks of the year. It was explained that opening on a bank holiday incurred additional staffing costs and that these hirings should be treated similar to weekend hire.

Whereupon it was proposed by Councillor S Sanderson that

- the proposed hire rates, as outlined in the report, be approved to take effect from 1<sup>st</sup> January 2023 and a review be undertaken again in 12 months;
- bookings of eight hours or more be given one hour's usage free and that this replaces the current fixed day rate;
- the current 20% discount to Stretton Pre School be replaced from 1<sup>st</sup> January 2023 with a 10% discount for the year, followed by 5% discount from 1<sup>st</sup> January 2024;
- the Clerk uses her discretion to award a 5% discount for regular charitable weekend users of the hall where she sees fit; and
- the bank holiday hall hire be charged as a weekend rate.

This was seconded by Councillor K Gulson and unanimously **RESOLVED**.

**PR10. REVIEW OF STANDING COMMITTEES**

In discussing the Committee's role within the Council's current Committee Structure, Members were in agreement with Councillor Oliver that the property committee was an important stand-alone committee that focuses on the maintenance of some of the Council's most valuable assets.

**PR11. EXCLUSION 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, 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 public and press at 7.55pm.

**PR12. STORAGE ROOM EXTENSION QUEENS PARK HALL**

On the proposition of Councillor K Gulson and having been seconded by Councillor R Butcher, it was unanimously **RESOLVED** that the tender forms and procedure for obtaining quotes for the storage room extension at Queens Park Hall be approved. (A copy of the documents is appended in the Annex to the Minute Book). Members requested that as part of the stage payments a percentage be retained for snagging issues.

**PR13. 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 K Gulson and seconded by Councillor R Butcher that the press and public should be readmitted to the meeting.

Meeting closed at 8.00pm

Signed .....

Chairman.