

# WOBURN SANDS TOWN COUNCIL

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The Halls Committee Meeting held on Tuesday 5<sup>th</sup> June 2024, The Committee Room

## DRAFT MINUTES

10/24	<b>Present:</b> Cllrs Gwyn Jones, Jo Green, Trudie Sutton	
11/24	<b>Apologies:</b> Cllr G Smitham	
12/24	<b>Elect a Halls Committee Chairperson:</b> Cllr J Green was nominated by Cllr G Jones and seconded by Cllr T Sutton. J Green wanted to check remit of the halls before agreeing to take on chair. She agreed.	
13/24	<b>Minutes:</b> To consider the approval of the draft minutes of the last meeting of the Council held on Tuesday 16 <sup>th</sup> April 2024. Resolved to approve.	<b>APPROVED</b>
14/24	<b>Updates:</b> Jani King Cleaning company's regular cleaner has left and new cleaners starting this week for Summerlin and Sports Hall. a. The Memorial Hall – the roof has been repaired by the roofer and internal damage repaired by the caretaker b. The Summerlin Centre – kitchen equipment to be installed this week. Roofer has been asked to look at leaking roof which appears to be letting in rain where the solar panels are attached to roof tiles. c. The Institute – the auto doors have been repaired and a request made to MK Library Service for funding towards the work. d. The Sports Hall – Taylor Wimpey: The Clerk met with the new Customer Support manager so they are informed about the ongoing problems. Councillors are meeting with MKCC representative, Paul Van Geete, on Friday at the committee room. There followed a discussion about the town council's position with Taylor Wimpey and lack of ability to hold them to account.	
15/24	<b>Promotions Policy:</b> to consider amendments to the policy for hall hirers. Amendments resolved to AGREE except the paragraph referring to a week of advertising for new hall hirers. It was decided that all hirers should be treated the same and not be permitted to have banners on the Summerlin fence except for the day of their event.	<b>AGREE</b>
16/24	<b>Finance:</b> end of year income /expenditure and budget report was presented. There followed a discussion on promoting the Sports Hall. A banner advertising badminton to be bought and put up outside the front of the Sports Hall. Cllr G Jones suggested purchasing equipment for indoor golf activities, e.g. a putting surface, nets, etc. The Clerk explained there is not	<b>Clerk</b> to order banner <b>Cllr G Jones</b> to investigate costs of golf

	enough storage for extra equipment but we could have something outside on the car park	equipment and storage
<b>17/24</b>	<b>Outstanding invoice:</b> a group hiring the Sprots Hall failed to pay an invoice of £160 and then left the hall without notice. In future all sports hall hirers to pay in advance (which is usual practice) and this to be enforced by not permitting access to the sports hall if invoices are not paid. Cllr G Jones suggested going to the small claims court and this was resolved.	<b>AGREED</b> <b>Clerk</b> to initiate small claims court action
<b>18/24</b>	<b>To consider purchasing a small store shed</b> for the Summerlin Centre to free up space in the large shed in the carpark. This would enable the Caretaker to have a workbench in the large shed to carry out messy work not suitable for the office. Council not sure of the need and work which requires a workbench and suggested the caretaker carry on using the halls when they are empty for such preparation work as required. It was noted that paint should not be stored outside and so a storage cupboard be bought for the Summerlin office to store paint.	Resolved not to approve purchase of a shed yet, but to buy an indoor store cupboard
<b>19/24</b>	<b>Surveys of halls:</b> quotes for surveys and maintenance schedules of the three older buildings (The Summerlin Centre, The Memorial Hall, The Institute) to be considered for the budget. First quote is for £600 per building, others not yet received. Discussed whether to spend this year, budget for next year, or stagger the surveys. There is enough in the maintenance budget but the concern is that this would not leave enough for any more unplanned/emergency maintenance that might arise. Cllr J Green proposed a councillor from the Halls Committee has a monthly walk around the halls with the Caretaker to look at the maintenance work needed and ongoing.	<b>Cllr T Sutton</b> to look at the budget. <b>Clerk</b> to get quotes
<b>20/24</b>	<b>Date of next meeting:</b> Tuesday 1 <sup>st</sup> October 2pm	

Meeting ended: 3.45pm

Signed:

Date: