

# Romsey Town Council

Town Hall  
1, Market Place  
Romsey  
SO51 8YZ



## BUILDING COMMITTEE MEETING

Minutes of the Meeting held on Thursday 17<sup>th</sup> January 2008

**In the Chair: Councillor K. Dunleavey**

### Attendance:

|   |                         |   |                               |
|---|-------------------------|---|-------------------------------|
| P | Councillor M. G. Cooper | P | Councillor M. Wenman          |
| A | Councillor J. Ray       | P | Glyn Darby – Building Manager |
| A | Councillor M. Curtis    |   |                               |
| P | Councillor K. Dunleavey |   |                               |
| A | Councillor J. Burgess   |   |                               |

Clerk: Judith Giles

### 1. APOLOGIES

Apologies were received from Cllr. J. Burgess, Cllr. M. Curtis and Cllr. J. Ray

### 2. DECLARATION OF INTERESTS

**Personal – None**  
**Pecuniary - None**

### 3. MINUTES

(a) The minutes of the Building Meeting held on 8<sup>th</sup> November 2007 were confirmed as a correct record

**PROPOSED:** Cllr. M. Cooper

**SECONDED:** Cllr. K. Dunleavey

**CARRIED UNANIMOUSLY**

(b) **Matters Arising**

No matters arising.

### 4. PUBLIC PARTICIPATION

None

### 5. REVIEW OF BOOKINGS

The increase in bookings was noted. It was agreed the target should be to maintain a longer growth pattern. Concern was raised with regards to the re-opening of the White Horse Hotel in May 2008 as this may affect our bookings level, especially with regards to wedding ceremonies.

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### **6. FINANCE REPORT**

The Committee reviewed the Finance Report for Month 8. It was noted that the salary budget is currently over budget, however it was identified this was due to the increase in bookings, which has brought in extra revenue and the extraordinary year which included many Charter Events and the Queen's Visit.

### **7. BUILDING MANAGER'S REPORT**

- i) **Work completed**  
None
- ii) **Work in Progress**  
Refurbishment of upstairs kitchen

#### **RESOLUTION NO. 08/50**

It was **RESOLVED** to vire £1,668 from Cost Code 4751 Maintenance External to Cost Code No. 4800 Maintenance Internal to cover the cost of upstairs kitchen refurbishment

**PROPOSED:** Cllr. M. Wenman

**SECONDED:** Cllr. K. Dunleavy

**CARRIED UNANIMOUSLY**

- iii) **Schedule of Upcoming Works**

#### **RESOLUTION NO. 08/51**

##### **Emergency Lighting**

It was **RESOLVED** to progress updating of the emergency lighting on the back staircase from this year's (2007/2008) Internal Maintenance budget. It is recognized that an overspend will occur on this budget and this will have to be met out of Reserves, however, as a recommendation from the Fire Authority, it is necessary that these works are completed for the continued hiring out the Town Hall.

**PROPOSED:** Cllr. M. Cooper

**SECONDED:** Cllr. M. Wenman

**CARRIED UNANIMOUSLY**

##### **Re-Decoration of the Court Room**

It was **AGREED** for quotes to be obtained to re-decorate the Court Room. It was noted this room is hired out the most, in particular for use as a venue for Civil Wedding Ceremonies.

It was **AGREED** the Building Manager will put together a rolling programme to replace all old and outdated lighting within the building.

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### **8. CLEANING EXPENDITURE – BUDGET 2008/9 – OVERALL REVIEW**

The Building Manager stated that the Cleaning Budget has had to be increased for two reasons: 1) increase in bookings; 2) over the last few years old stock of cleaning materials have been used. These have now all gone and need to be replenished. It was noted that an extra Cleaner may have to be employed if bookings increase significantly.

### **9. TOWN HALL LOOP SYSTEM**

The Town Hall Loop System is to be tested within the next few weeks and the results of the investigation will be sent to Mr. D. Barker who has outlined his concerns with regards the inadequacy of the system.

**Meeting Closed: 9.20p.m.**

**Next Meeting Date: 13/03/08**