

13<sup>th</sup> September 2023

Minutes of the **General Purposes Committee Meeting** held on **Wednesday 6<sup>th</sup> September 2023** at **11.30am** at Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX.

**Minutes**

13/23	<b>Welcome and Introduction to General Purposes Committee meeting. Meeting started 11:50, Chair apologised for the late start and explained the previous meeting had overrun.</b>	<b>Actions</b>
14/23	<b>Present:</b> Cllr Kevin Smith Cllr Ann Ronaldson Cllr Paul Baxter Cllr Peter Kirkham - Chair Cllr Abid Anwar  Donna Moore – Clerk	
15/23	<b>Apologies for Absence: - None</b>	
16/23	<b>Declarations of Interest:</b> Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared. - <b>None</b>	
17/23	<b>Public Forum for members of the public to speak:</b> Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the Chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g). <b>2 members of public did attend, they did not wish to make any comments.</b>	
18/23	<b>Chair's Remarks: - None</b>	
19/23	<b>Minutes:</b> To approve and sign the Minutes of the General Purposes Committee held on 28 <sup>th</sup> June 2023. <b>Committee agreed the minutes, 4 votes for, 1 abstained.</b> <p style="text-align: right;"><b>Resolved</b></p>	
20/23	<b>Risk Management:</b> No accidents or incidents reported to the Council which took place on property or land owned by the Council. <b>Cllr Smith reminded Clerk the Wylie building was vandalised with graffiti, Committee acknowledged. There was no cost to the Council as the Rangers had cleaned it off.</b>  <b>Committee members requested Clerk to investigate the Concrete concerns in the structure of our buildings that have been raised in the news recently. Clerk to find a surveyor.</b>	<p style="text-align: right;"><b>DM</b></p> <p style="text-align: right;"><b>Noted</b></p>

Signature: **P. Kirkham.**

Date: **13.12.2023**

21/23	<p><b>Asbestos Update</b> Clerk to provide verbal update on the Wylie Building and Parish Office. <b>Clerk stated Wylie Building roof repairs have been completed and Asbestos removed. Parish Office internal roof checks are being carried out on Friday 8<sup>th</sup> September. Clerk will report back the findings to the Committee.</b></p> <p style="text-align: right;"><b>Noted</b></p>	<b>DM</b>
22/23	<p><b>Contracts:</b> Committee to discuss and review Draft IT Support Brief. <b>Committee reviewed the brief and requested “Software and associated licenses” and “Internet Access and Stability” to be removed from the brief as the recommendation from Committee is they should be in Stantonbury Parish Council name.</b> <b>Committee approved the Brief, and it can be sent out to suppliers. Agreed 5 votes for.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>TC/DM</b>
23/23	<p><b>Wylie Building:</b> Committee to review and discuss running costs of Wylie Building and to make a recommendation to Full Council. <b>Committee requested Clerk to look into</b></p> <ul style="list-style-type: none"> <li>• <b>When we took the asset on,</b></li> <li>• <b>Is there a clause if we wish to sell and how long left on clause,</b></li> <li>• <b>Any restrictions if the Council did choose to sell the building / land,</b></li> <li>• <b>Look into cost of moving the container, look at whether we could store container at the Allotment site.</b></li> </ul> <p><b>Committee requested agenda item to be deferred to till next meeting, once questions are answered.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>DM / RFO</b>  <b>ST</b> (point 4)
24/23	<p><b>Operational requirements:</b> Clerk to update committee of staff projects report. <b>Committee reviewed the project spreadsheet, and the Committee requested a column to be added to record the meeting the projects have come from. Clerk explained not all staff have had the time to fill in the spreadsheet due to holidays, but going forward they will.</b></p> <p style="text-align: right;"><b>Noted</b></p>	<b>DM</b>  <b>All staff</b>
25/23	<p><b>Service inspection log:</b> To review the spreadsheet <b>Committee reviewed and acknowledged the schedule and Committee requested to look into getting the Wylie building boiler serviced.</b></p> <p style="text-align: right;"><b>Noted</b></p>	<b>DO</b>
26/23	<p><b>Building inspection:</b> To review and discuss draft template. <b>Committee reviewed template and requested some minor changes, Committee approved the template.</b></p> <p style="text-align: right;"><b>Noted</b></p>	<b>TC / DO</b> <b>/ DM</b>
27/23	<p><b>Wylie:</b> Committee to discuss and agree to enter into a Service Agreement to regularly service the Wylie building shutters.</p>	<b>DO</b>

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	<p><b>Committee felt currently there is no need for the shutters to be serviced as there is no safety related concerns.</b></p> <p><b>If anything changes, we will revisit it. Agreed - Not to enter into a service agreement.</b></p> <p><b>5 votes against</b></p> <p style="text-align: right;"><b>Resolved</b></p>	
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Meeting closed 12:55