

Minutes of the Olney Centre Management Committee
meeting held on Monday 8 June 2015 at 7.30 pm
at the Olney Centre

Present: Councillors Deirdre Bethune (chairman), Ron Bull, Steve Clark, Tony Evans, Rosemary Osbourne MBE, Jeremy Rawlings and John Smail.

In attendance: Sandra Grummitt (Deputy Town Clerk)

1. To receive apologies for absence

None.

2. Declarations of interests in items on the agenda

Cllr Clark declared a personal interest in item 8a does contract work for Solartube Lighting.

3. To approve the minutes of the meeting held on 19 January 2015

RESOLVED: That the minutes of the meeting held on 19 January 2015 be approved and signed by the chairman as a correct record.

4. Matters arising (for information only)

- Community Asset Transfer of the Olney Centre completed 12th May 2015.
- Additional LED lighting installed in Main hall, room 3 and reception room at the Olney Centre. Positive feedback from hirers to Councillors and Clerk. Letter of thanks read out from the Table Tennis for the over fifties, for the improvement to the lighting.
- Fault developed on the hearing loop system so returned to company, awaiting feedback.

5. Addition Storage

Cllrs discussed several additional storage options including possible change of layout to toilets adjacent to the council chamber.

RESOLVED: Cllr Bethune and Clerk to look into options for secure outside storage facility and report back to committee.

6. Renewal of Premises license for Civil Marriage and Civil Partnership

The existing license expires in February 2016, the renewal process will start in August 2015.

RESOLVED: Cllrs agreed renewal of three year premises license for Civil Marriage and Civil partnership £1,500.

7. Gas Service Contract

Cllr Bethune explained one of OTC new responsibilities for the day to day running of the Olney Centre is the heating system. A gas service contract is needed for annual maintenance and call out, during office hours and out of office hours. Cllrs considered service contract from Sterling Installations.

RESOLVED: Cllrs agreed to signing contract with Sterling Installations for three year fixed period.

8. Update Toilet Refurbishment

Cllrs informed that the toilet refurbishment start date set for Monday 17th August 2015, expected to take three weeks.

a) Consider Solar Lighting

Cllrs discussed installation of Solartube lighting for the toilets, at TOC this an addition to the refurbishment specification agreed.

Cllrs discussed installation of Solartube lighting for the Town Council office store area.

RESOLVED:

- Cllrs decided against Solartube lighting for the toilets at TOC.
- Cllrs agreed installation of Solartube lighting for the Town Council office store area.

9. Consider installation of coffee , snacks machine

Cllrs discussed the proposal for installation of coffee, snacks machine at TOC.

RESOLVED: Cllrs unanimously agreed not to install a coffee, snacks machine at the Olney centre.

10. Balcony Main Hall

Cllrs considered several options to enhance the balcony in the main hall, including plants, artificial plants, sculpture or placing of tapestry.

RESOLVED: Cllrs agreed that the tapestry on the wall in the main hall be fixed to the balcony railings.

11. Pre School

Cllr Bethune reported that a number of the fluorescent lights in Preschool are faulty, and urgently need renewing before the winter months to LED lighting.

RESOLVED: Clerk to obtain quotes for LED lighting.

Cllr Bethune reported that windows and walls need cleaning.

RESOLVED: Clerk to arrange work to take place during the summer holidays.

