



Minutes of a meeting of Midhurst Town Council Old Library Management Sub-Committee held at The Old Library, Knockhundred Row, Midhurst on 5 September 2016 at 6.30 p.m.

MEMBERS

- ✓ Mr N Cheshire (Chairman)
- ✓ Ms L Campbell
- ✓ Ms C Lintott
- ✓ Mrs J Sutton (Vice Chairman)
- ✓ Mr B Flynn
- Mr M Purves

✓=Present

The minutes were taken by Mr Cheshire.

**44. Apologies for absence**

Apologies were received from Mr Purves.

**45. Declarations of Interest**

There were none.

**46. Representations from the public**

There were none.

**47. Matters Arising from the meeting held 4 July 2016**

There were none.

**48. Fire Risk Assessment – outstanding items**

**48.1. Fire Exit Signs**

The Clerk had reported that the signs have now all been procured and are in place.

**48.2. Fire Safety Training**

The Clerk had reported that she has taken the training course herself. The Assistant Clerk has not taken the training, so we still have one license available for the new Assistant Clerk.

**48.3. Procedures for Building Evacuation**

Ms Lintott suggested this task could be included in the business continuity plan (BCP) a draft of which is due to be presented to FAP Committee on Monday 12<sup>th</sup> September. Building evacuation procedures can be drafted and added to the BCP and, once completed, will be incorporated into the OLM hiring agreement document.

**48.4. Record Keeping**

Mr Cheshire remarked that, once these items have been completed, we will have taken care of all the items in the original Fire Risk Assessment document that were marked as urgent. Mr Flynn suggested that we keep a record of the actions with dates in the original document. Mr Cheshire agreed to ask the Clerk to do that.

**49. General Maintenance Checklist Procedures**

**49.1. Cellar and Boiler**

Mr Cheshire had asked Mr Flynn to perform a check of the cellar and boiler on a monthly basis, which Mr Flynn agreed to do. Mr Flynn reported that he had checked the cellar during a recent

Dated this 19<sup>th</sup> September 2016..... Chairman



dry spell and, despite the dry weather, there was about an inch of water on the floor. He suggested that we ask the Clerk to ask West Sussex County Council to investigate, which Mr Cheshire agreed to do.

**49.2. Courtyard Cleanups**

We had previously agreed to organize courtyard clean-ups twice a year and Mr Cheshire thanked those who had participated on July 30<sup>th</sup>. Ms Campbell suggested that we organize the next one for early December when leaves have fallen and Mr Cheshire agreed to find a date and send an invitation to councillors.

**49.3. Office Area Checks**

Mr Cheshire had asked the Clerk to perform the checks in the upstairs office areas, which she had agreed to do on a monthly basis.

**49.4. Record Keeping**

After some discussion it was agreed that we would update the checklists each month before the OLM meeting. We agreed to keep the maintenance checklists with the fire safety logbook, and Mr Cheshire agreed to remind the Clerk to leave the fire safety logbook available for each OLM meeting.

**50. Screening for yoga classes**

Ms Campbell reported that the potential vendor that she had approached regarding a quote for providing blinds had been non-responsive. She therefore suggested that she could procure some tension rods and curtain material that could provide screening at the windows at low cost and in time before the yoga classes start on September 20.

It was proposed by Mrs Sutton, seconded by Ms Campbell and agreed that a budget of up to £75 be made available to cover materials for the window screening.

Mr Cheshire reported that he had an old free standing screen that, in combination with the existing blue screen, could be used to provide some privacy for the group in the short term. Mr Cheshire agreed to deliver that screen to the Old Library before September 20.

**51. Projector**

Mr Cheshire reported that a projector has now been acquired that falls within the budget. It was agreed that we should make this available for use by the council based on locating the projector on the conference room table for the time being. It was noted that the projector can be mounted upside down on a beam at a later date if required.

To be used from the table, it is necessary to procure an extension cord and anti-trip cable cover for the floor. Mr Cheshire agreed to purchase this before the next meeting.

**52. Ramp for disabled access**

Mr Cheshire reported that the SDNPA has requested that we return the disabled ramp that we had borrowed from them. The Clerk had investigated the purchase of a new ramp which she estimates will cost £400. Ms Lintott noted that she had previously identified a ramp that was significantly less expensive than that, and agreed to send details to the Clerk. Subject to this, it was agreed to purchase a new ramp.



**53. Guest Wi-fi**

There is a desire to be able to provide external visitors access to the Internet while visiting the Old Library without giving them access to our internal network. The problem is that our current wifi router, provided by BT, does not support the configuration of a guest network.

Mr Cheshire had suggested that we purchase a new router that provides such a facility, and it was proposed by Mr Flynn, seconded by Ms Lintott, and agreed that we approve a budget of up to £200 to purchase such a router. Ms Lintott suggested that, before we spend any money, we should approach BT to ask whether there is a free (or low cost) upgrade available to our existing router that would provide this feature. Mr Cheshire agreed to ask the Clerk to do this.

The Clerk has raised a concern that purchasing a new router which provides guest network access is not perfectly secure. After some discussion, it was noted that our network security measures should be appropriate (in cost and complexity) to the nature of the information stored on our internal systems. Mr Cheshire agreed to consult with the Clerk on this.

**54. Matters of Report**

There were none.

There being no further business the meeting closed at 7.25 p.m.