

# OLNEY TOWN COUNCIL



## **DRAFT Minutes of Olney Centre Management Committee meeting held at The Olney Centre on 18<sup>th</sup> October 2021 at 7:30pm**

**Present:** Cllrs, Bethune (Chair), Varley, Aldred, Ward

**In attendance:** Jane Brushwood, For Olney Town Council

**OCM21/17: To receive apologies for absence**

**Resolved:** Apologies for absence were received from Cllrs Geach and Brock

**OCM21/18: Declaration of interests in items on the agenda**

**Resolved:** None declared

**OCM21/19: To approve the minutes from the last meeting dated 20<sup>th</sup> September 2021**

**Resolved:** That the minutes of the meeting are approved noting the subsequent actions below:

Cllr Aldred had been into the office to show an online booking system. Reservations regarding the programs capability to integrate with QuickBooks were raised by the Deputy Town Clerk. Cllr Aldred has since asked the program suppliers to supply more information to assist. It was reported that the office is still waiting for information from the program supplier to be sent over.

**Resolved:** To approve the minutes

**OCM21/20: An update on the review of the Terms and Conditions for the Olney Centre**

**Resolved:** Cllr Bethune and Jane to check amend and send out for approval

**OCM21/21: To discuss the renewal of the Wedding Ceremony's license**

**Resolved:** To renew the licence due in February 2022 for £2,500 and include room 1 for an extra £250 for the three-year licence.

**OCM21/22: An update on the maintenance plan and costs involved for the Olney Centre**

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The maintenance plan has been distributed to members of the OCM Committee for reference. Cllr Aldred was thanked for his work on this. It was agreed that quotes can now to be obtained by the office.

Additional Items were discussed and are to be added to the plan:

- The roof requires attention
- Draught exclusion required in the store room off room 2
- Room 4 windows need to be able to open
- A drop kerb to the side entrance for wheelchair access is required and yellow hatching to stop parking in front of the door
- the office needs to be reconfigured for staff safety
- the Pre-school lease to be checked to see who is responsible for decorating
- Windows need to be accessed for security
- the back door to library store off car park gets damp, could be flooding from the car park
- guttering needs clearing annually
- a 5 year plan is needed for preventative maintenance
- Check what S106 can be used for in TOC

**Resolved:** that the above items be added to the list and redistributed to the Committee.

**The next meeting to be held on Monday 8<sup>th</sup> November at 7pm**

**The meeting finished at 8.15pm**