



# MINUTES OF A MEETING OF THE BUILDINGS MAINTENANCE COMMITTEE

GREEN ROOM, SALISBURY GARDENS

10AM

14 MAY 2026

## Members present:-

Councillors: Ian Bond (Chair), Mark Jefferies, Linda Jefferies, & Steve Cooper

Clerks: Morgan Williams & Alison Killick

## MINUTE SUBJECT

### 10/26 PUBLIC FORUM

There were no members of the public present.

### 11/26 APOLOGIES FOR ABSENCE

There were no Apologies for Absence received.

### 12/26 DECLARATIONS OF INTEREST

There were no Declarations of Interest received at this time.

### 13/26 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 12 February 2026 - having been previously circulated to Members, were taken as read and approved.

### 14/26 CENTRAL CAR PARK TOILETS

Clerk Morgan Williams introduced this agenda item. Several slates are missing from the roof of the toilets. Maintenance Manager Brian Roberts will take a view as to whether he can do the work. There are spare slates available so this would be cost-neutral to the town council. If not, quotes will need to be obtained. Authority to proceed with these works falls within the Clerk's delegated authority. Cllr Steve Cooper asked if the Maintenance Manager is qualified to do the works (i.e. working at height), to be confirmed by the Clerks.

**Members noted this update**, with no decision required.

### 15/26 DECORATION OF ESPLANADE & VENTNOR PARK TOILETS

Clerk Alison Killick introduced this agenda item. With a week's delay in the contractor being able to start redecoration works, the toilet doors, frames, inner-face of external doors and railings are being refurbished w/c 18 May.

The contractor has confirmed that disruption/closures will be kept to a minimum with at least one of the facilities being open to the public whilst paint dries elsewhere. Completion of these works is expected at the end of that week.

It is hoped that the contractor can then move on to redecorating Ventnor Park toilets.

**Members noted this update**, with no decision required.

### 16/26 SALISBURY GARDENS FIRE RISK ASSESSMENT

Clerk Morgan Williams introduced this agenda item. A new risk assessment for Salisbury Gardens has been commissioned with the last having been undertaken quite some years ago. It was noted that Portable Appliance Testing (PAT) is a way to ensure that electrical items are in good order – which was one of the recommendations in the new Risk Assessment. Cllr Steve Cooper asked whether any staff could be trained to undertake the testing. The Clerks agreed that this was a sensible consideration to be looked into.

In summary of the risk assessment report received:-

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**It was unanimously agreed to:**

- Delegate to the Clerks to use discretion as to what remedial works are immediately necessary as advised by the Risk Assessment noting that some of the more major works would require a number of quotes, to be reviewed at a future meeting of the Buildings Maintenance Committee.
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**17/26 FIRST AID HUT REPAIRS**

Clerk Morgan Williams introduced this agenda item.

In summary, the wooden balcony and steps of the First Aid Hut are not in good condition, especially given the surrounding environment of the beach, salt air, etc.

**It was unanimously resolved:**

To delegate to the Clerks – in consultation with the Chair – to obtain quotes for the repair of the balcony and steps at the First Aid Hut, allowing funding of the necessary repair works to be drawn from the Capital Repairs budget carried over from the last financial year.

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**18/26 ESPLANADE TOILETS SURVEY RESULT**

Clerk Morgan Williams introduced this agenda item.

In summary, the Survey provided to Members gives a list of recommendations for works to be done.

**It was unanimously resolved:**

To delegate to the Clerks – in consultation with the Chair:

- to obtain quotes to repair/replace the roof.
  - to ascertain - from the list of recommendations - other works to be done and obtain quotes as required.
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**19/26 ELECTRICAL INSTALLATION CERTIFICATE REPORTS (EICRs)**

Clerk Morgan Williams introduced this agenda item, reporting on the recent EICRs undertaken at Esplanade toilets, Boniface Fields, Shore Road toilets, the First Aid Hut and Central Car Park toilets.

**It was unanimously resolved:**

To authorise the Clerks to arrange for the remedial actions listed as C1 and C2 faults to be undertaken and consider whether the other observations should be actioned.

Note that costs of the remedial works are expected to be covered within the budgets for the respective buildings.

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**20/26 EXCLUSION OF PUBLIC AND PRESS**

In view of the confidential nature of the following item:

- Esplanade Toilets Urinals

**It was resolved under the Public Bodies Admissions to Meetings (1960) Act:**

to exclude the Public and Press whilst the next item is under discussion as it is of a confidential nature.

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**21/26 DATE OF THE NEXT MEETING**

It was agreed to hold the next meeting on Thursday 27 August 2026 at 10am.

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The meeting closed at 11:10am

SIGNED BY THE CHAIR

DATE

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