

# Bourton-on-the-Water Parish Council

## Minutes of a meeting of the George Moore Community Centre Committee

held at 6.00pm on Thursday 19<sup>th</sup> October 2023 in The Windrush Room, The George Moore Community Centre

**Those Present:** Cllr A Roberts (Chairman), Cllrs L Hicks and B Wragge. Sharon Coventry entered the meeting at 18.45 hours.

**In Attendance:** Sharon Henley (Clerk), Jo Herbert (Assistant Clerk).

**Members of Public:** None.

Papers for the meeting can be viewed at the link here: [Papers](#)

- 1) Apologies for absence: Cllrs S Coventry (expected to arrive late) and M Macklin. These were noted.
- 2) Declarations of Interest: There were none.
- 3) To receive and approve the minutes of the meeting held on 27<sup>th</sup> July 2023. APPROVED.
- 4) Opportunity for members of the public to speak on matters on the agenda: None present.
- 5) Matters Arising:
  - i) Title deed registration: An update had been requested from the solicitor on 10<sup>th</sup> October.
  - ii) CoSHH assessments: The Clerk had produced a Word template and the Assistant Clerk to complete the assessments in collaboration with the Caretaker.
  - iii) Work on replacement lighting unit in GCC's kitchen & security light. Complete.
  - iv) Health and Safety inspection: Cllrs Hicks and Roberts to investigate cheaper alternatives for line marking. Cllr Hicks investigated but there was no cheaper option. The re-lining to be completed by a contractor. Cllr Roberts to enquire about costs.
  - v) Gutter cleaning: Complete.
  - vi) Carpet and upholstery cleaning: Complete.
  - vii) Purchase of hard floor cleaner: Purchased and in use.
  - viii) Purchase of gravel to tidy up behind boiler room stairwell: Purchase approved, Caretaker to carry out when time/weather permits before the end of the financial year.
  - ix) Update to building signage: To note this was kindly completed FOC by The Wright Signs and a thank you note placed in the Bourton Browser
  - x) Card reader for payments: Purchase still to be actioned. It was agreed to put this item on hold for the time being as usage would be limited.
- 6) SSEN Resilient Communities Fund Grant Application for Generator (Paper 1): To note grant award and agree further actions, including required budgetary provision. A grant was awarded for £10,000 but this was on a 50% match funding basis with £10,419.67 being required from the 2024-25 budget. The total cost for supply and fit was quoted at £20,419.67 and one additional quote would be required. To be considered by full Council in November.
- 7) Finance:
  - a) To note GMCC Summary Report (Paper 2a), GMCC Detailed Cost Centre (Confidential Paper 2b). Noted.
  - b) Budget 2024-25: To agree first draft of budget for GMCC (Paper 2c). Initial figures were agreed as follows:

CODE	TITLE	Current Year	Proposed	3 Year Forecast		
		23/24	24/25	25/26	26/27	27/28
5010	Alarms - fire	840	882	926	972	1,021
5110	H&S	0	600	200	210	221
5020	Alarms - intruder	315	385	404	424	446
5050	Cleaning	8,000	10,000	10,500	11,025	11,576
5130	Maintenance	6,000	10,300	10,815	11,356	11,924
5150	Refuse Collections	2,105	2,210	2,321	2,437	2,559
5180	Sanitaryware collections	630	380	399	419	440
5190	Toilet consumables	500	525	551	579	608
5200	Window cleaning	700	735	772	810	851

21045	Decorating GMCC	100	355	373	391	411
5060	Drains/Gutters	300	600	630	662	695
21034	Licence & Lease Renew	800	600	630	662	695
NEW	EPC Assessments		300	315	331	347
	<b>TOTAL</b>	<b>20,290</b>	<b>27,872</b>	<b>28,537</b>	<b>29,964</b>	<b>31,462</b>
NEW	50% match funding for generator	0	10,420	-	-	-

## 8) Buildings Maintenance

### a) Guttering:

- i) To review additional Guttering quotes (Papers 3a & b) and note quote reviewed at the July meeting from Clanfield Guttering (Paper 3c). Select contractor and approve quote or agree further actions. The Committee APPROVED the quote from JM Roofing at £690 + VAT.

- b) Gas supply – criminal damage: To review advice from police (Confidential Paper 4) and AGW Wakefield and agree further actions. Following discussion, it was agreed to obtain a quote for a motion-sensor light, position to be determined. External gas tap to be boxed in and secured. Quote to be obtained.

### c) The Cottage:

- i) To note work instructed under Clerk's delegated authority to fix faulty door locking mechanism by Armadillo Locksmiths at £140 + VAT. Complete.
- ii) To approve quote from Equinox to re-hang door and mend door-closing mechanism (Paper 5). Costs of up to £250 + VAT were APPROVED.

- d) Replacement wands for blinds: To approve quote from Granley Blinds at £120 + VAT (Paper 6). APPROVED.

- e) No smoking signs: To approve quote from The Wright Signs for 2no. A5 aluminium composite signs at £45 including fitting. Signs to be installed in place of vinyl signs which are often vandalised. APPROVED.

- f) Annual Inspection and Testing of Lightning Protection System: To review quote from PTSG at £152 + VAT (Paper 7) and agree position on future testing. Following discussion, it was agreed to re-test following the next Fire Risk Assessment in 2024.

- g) Emergency Lighting outside Clerk's Office: To approve quote of £127.08 + VAT to replace faulty unit (Paper 8). APPROVED.

- h) Basement: To approve in principle installation of a concrete base rail under the door to prevent rain driving in before the Caretaker rubs down walls with wire brush and applies sealant and masonry paint. The work by the Caretaker was APPROVED and costs to be obtained for the concrete base rail.

## 9) Health & Safety

- a) Fire Compartmentation Survey: To receive updated action list (Paper 9) and agree further actions. A budget will be required for phased work and insulation. Costs to be determined. Quotes to be finalised for the next meeting.

- b) Staff Training: To approve the following on-line courses for the Caretaker and Assistant Clerk. Training and costs were APPROVED with £50 to be vired from the Decorating budget to GMCC H&S to cover costs.

- i) Ladder training by hsqe.co.uk at £24+VAT for 2 users
- ii) Manual handling training by hsqe.co.uk at £24+VAT for 2 users

## 10) Suppliers & Utilities

- a) To approve set-up of an account with Spot On Supplies following the retirement of Lower Swell Chemicals (Paper 10). APPROVED.

## 11) Room Hire

- a) Terms & Conditions for Hirers: To approve the addition of a clause to Item 15 to ensure lights in the rooms are switched off and the room thermostat is reset to 15° if this has been adjusted during the hire period. APPROVED.

- b) Fixed projector and sound system in the Windrush Room: To review a request from U3A to install new equipment and agree further actions. The Committee were unable to assist with this request for financial reasons.

- 12) Sam's Disability Stickers: To review an invitation from Cheltenham Chamber of Commerce to meet committee members. Cllr Hicks was keen to encourage this project to raise awareness that all disabilities are not visible. It was agreed to display the A5 signs at the Community Centre. In addition, Cllr Hicks to raise awareness of the project to local businesses and meet the Chamber of Commerce for publicity pictures.
- 13) Date of Next Meeting: 6pm on Thursday 26<sup>th</sup> January 2024 in the Salmonsbury Room.
- 14) Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following items are confidential as they relate to tenancies. As such, the press and public are excluded from this part of the meeting. APPROVED.
- 15) To note and approve payments for Flat 2 when tenancy renews (Confidential Papers 11a, b& c). New monthly payments for rent and utilities were APPROVED as per the papers.
- 16) To consider lease renewal terms for:
- a) Room 1 (expires 30<sup>th</sup> November): Rates were agreed for a new one-year tenancy with the existing tenant.
  - b) Room 3 (expires 6<sup>th</sup> November): Rates were agreed for a new one-year tenancy with the existing tenant.
- The Clerk to issue the licences in-house as per the previous templates produced by the solicitor.

There being no further business the meeting closed at 19.12 hours.