

# Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,  
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Dear GMCC Committee,

You are hereby summoned to attend a meeting of the **George Moore Community Centre Committee** to be held at **6.00pm on Thursday 25<sup>th</sup> January 2024** in The Windrush Room, The George Moore Community Centre for the purpose of transacting the following business.

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

*Sharon Henley*

Mrs Sharon Henley

Clerk

19<sup>th</sup> January 2024

## AGENDA

- 1) Apologies for absence.
- 2) Declarations of Interest.
- 3) To receive and approve the minutes of the meeting held on 19<sup>th</sup> October 2023.
- 4) Opportunity for members of the public to speak on matters on the agenda (limited to 3 minutes per person).
- 5) Matters Arising:
  - i) Title deed registration
  - ii) CoSHH assessments
  - iii) Re-lining in car park
  - iv) Purchase of gravel to tidy up behind boiler room stairwell
  - v) Guttering works
  - vi) Securing of external gas supply
  - vii) The Cottage – works to rehang door and mend door-closing mechanism
  - viii) Replacement wands for blinds
  - ix) No smoking signs
  - x) Emergency lighting outside Clerk's office
  - xi) Basement works to facilitate installation of a concrete base rail under the door
  - xii) Staff Training – Ladder and Manual Handling training
  - xiii) Spot on Supplies
- 6) SSEN Resilient Communities Fund Grant Application for Generator:
  - a) To note that grant funding has been offered, as reported to full Council.
  - b) To discuss information on back-up generators obtained since the January Parish Council meeting, including paper from Cllr Samuel (Paper 1).
  - c) To agree a final recommendation on whether to proceed with the acquisition of a back-up generator, for the February Parish Council meeting.
- 7) Finance:
  - a) To note GMCC Summary Report (Paper 2a), Reserves Report (Paper 2b).
- 8) Buildings Maintenance
  - a) Loft Fire Compartmentation & Insulation (as per Fire Risk Assessment)
    - i) To note that a grant application was submitted to CDC's Community Infrastructure Capital Grant Scheme for a total of £10,000, as approved at the December Parish Council meeting. 20% match funding of £2,000 to be provided from the GMCC's Health and Safety earmarked reserve. NB A further funding round will take place with a deadline of 12<sup>th</sup> July 2024.
    - ii) To agree actions and funding should grant application be unsuccessful.
    - iii) To approve submission of a Building Regulations application to CDC at an approximate cost of £385 (Paper 3a).

- iv) To seek pre-application advice for Listed Buildings Consent application to CDC at an approximate cost of £100.
- v) To review quotes received and select a contractor or agree further actions (Paper 3b).
- vi) To delegate a committee member to work with the Clerking team to progress the project.
- vii) To review email received from Flat 2 tenant (Paper 3c).
- b) Works to front of the building following damage by vehicle:
  - i) To note that insurance monies of £630 were received in Oct 2023 and credited to Building Works budget 5030.
  - ii) To approve instruction of WMC Masonry to repair front of building at £250 (Paper 3d) as actioned by Clerk's delegated authority. Work yet to be completed.
  - iii) Note that damage to guttering was previously completed at a cost of £380 by Clanfield Guttering as an urgent health and safety matter, approved by Clerk's delegated authority.
- c) Security light for rear stairwell (Paper 3e): To consider two options quoted and agree suitable unit.
- 9) Health & Safety
  - a) To approve purchase of 2no. Dorgards for ICT Office at a total cost of £163.98 + VAT.
  - b) To approve purchase of a door closer for fire door for ICT Office at a cost of £25.40 + VAT.
- 10) Suppliers & Utilities
  - a) Grundon – to note letter re increase in costs (Paper 4).
- 11) Office Equipment
  - a) To review options and approve replacement of office landline handsets to provide 3 units (Paper 5).
- 12) Room Hire
  - a) To note the Lloyds mobile bank service from the car park will cease in May 2024.
  - b) Room Hire Charges (Paper 6): To consider a review of current charges.
- 13) Tenants
  - a) To agree a notice period for tenants with Room Licences.
- 14) Solar Energy: To approve set up of an on-line meeting with Younity (Mid-Counties Co-Operative) with Cllrs Robert, Hadley and the Clerk to discuss the possibility of a community energy project using solar panels to supply the GMCC building.
- 15) Date of Next Meeting: 6pm on Thursday 18<sup>th</sup> April 2024 in the Salmonsbury Room.