

# **Bourton-on-the-Water Parish Council**

## **Minutes of the Meeting of the George Moore Community Centre Committee**

**Held at 6pm on Thursday 21<sup>st</sup> October 2021 in the Windrush Room**

Those Present: Cllr B Sumner (Chairman) Cllrs A Roberts, M Macklin, L Wilkins

In Attendance: Sharon Henley, Clerk

Members of Public: Cllr B Hadley attended in a non-voting capacity.

- 1) Apologies for absence. Cllr N Randall
- 2) Declarations of Interest. There were none.
- 3) To receive and approve the minutes of the GMCC Committee meeting held on 29<sup>th</sup> July 2021. Two amendments to version 1 of the draft minutes were proposed by Cllr Wilkins - item 2 to read Cllr Sumner (not Bryan) and item 9.3 to read 'statement of non-liability' and not 'statement of liability'. Following these amendments Cllr Wilkins proposed, Cllr Roberts seconded and the minutes were unanimously APPROVED.
- 4) Matters Arising.
  - i) Gas and electricity supplier current energy agreements had been confirmed in order to feed into the draft budget. The terms of the agreement to be ascertained.
  - ii) Windrush Room Art Display agreement: The document had been updated with current contact details but other matters were still to be progressed by Cllr Sumner.
  - iii) Website health check: The actions had been completed but the website required monitoring. The IT Subcommittee now reported to the F&GP Committee.
- 5) Leases and Licences for Tenants: The Clerk and Cllr Sumner updated on progress with current matters which were progressing steadily in accordance with terms and conditions agreed at the full Council meeting.

Taylor and Fletcher were marketing The Old Chapel and had received some interest but would continue to market for a further week or so.
- 6) Arrangements for holding Tenant Deposits: Kendall and Davies had confirmed that they were holding deposits for Rooms 2 and 3 and these would need to be transferred to the Parish Council to comply with new legal requirements. The Clerk reported that these two sums had been marked in error as part of the Council's Earmarked Reserves so this would be corrected on receipt of the funds from Kendall and Davies.
- 7) The Cottage: Review quote(s) to convert door from automatic to manual and determine further actions. (Paper 1). Only one of the two requested quotes had been received and the cost was thought to be prohibitive. It was agreed to investigate whether the task could be completed by a locksmith. Cllr Sumner to make initial enquiries with another contractor.
- 8) Title Deed: Cllr Sumner updated that the solicitor was trying to arrange a meeting with GCC to progress the matter. Cllr Sumner to continue to chase.
- 9) Confirmation of remedial actions by Heritage Roofing following roof work: The work to repair the damage to the interior ceiling had been completed.
- 10) Electrical Fixed Wiring Tests: It was noted that all actions were now complete and the certification documents were made available to the Committee.
- 11) Wooden screen around external drying area: To note damage to panels and discuss possible removal. Following discussion it was agreed to keep the fence at present but to review when the CDC shed was erected.
- 12) Report on GMCC Energy Decarbonisation (Paper 2): The report was reviewed and the following actions were agreed for action by the Assistant Clerk and Caretaker:
  - a) Savawatt device for fridge in kitchen: To investigate feasibility and cost.
  - b) Optimisation of heating system timers and use of Smart controllers: To review whether the timer set-up is correct. Set up timers appropriately and look at varying times of operation across the year. Request a heating engineer to assess whether Smart controller(s) could be

installed. Add to instructions for room hirers to turn individual room thermostats down to 18 degrees on vacating the room.

- 13) Electrical Charging Points for cars: Review information on grant funding and agree further actions. (Paper 3). **Following discussion on the grant criteria and the merits of installation of the charging points it was agreed to wait until charging points were installed at Rissington Road car park and review.** Clerk to enquire what specification was being fitted by CDC. It was thought that the grant would only fund overnight charging facilities, which with the various covenants would make overnight parking and charging undeliverable.
- 14) Quote for replacement windows and doors on Sunroom and Library (Paper 4): After review of the quote it was agreed that the Clerk would contact the company highlighted on the energy audit to seek a quote suitable for a listed building. The Clerk to seek advice on specification from the Listed Buildings Officer at CDC.
- 15) Update on visit by CDC's Covid Team to advise on ventilation: The advisers approved the current risk assessment and control measures and no further actions were recommended at this time.
- 16) To consider request by Home-start Cotswolds to display a volunteer recruitment banner approx. 2ft x 4ft with tie fixings for 3-4 weeks in the car park: This request was approved but the committee requested that the banner was not put onto the building and asked to be advised of the location of the banner prior to it being erected.
- 17) Budget: Review of current draft documents and agree on any further actions (Papers 5a & b). It was agreed to discuss the current draft further at the next Budget Workshop in November.
- 18) Any Other Business (items to note only):
  - a) It was noted that Youth & Wellbeing Committee were investigating the use of grant funding for items to make the building more dementia and accessibility friendly.
  - b) Fire equipment servicing (6 monthly) had been completed on 20<sup>th</sup> Oct.
  - c) A room booking enquiry had been received which potentially conflicted with an existing booking in terms of target audience. The Committee advised that all potential bookings should be accepted as bookings by individual hirers would be subject to market forces.
- 19) Date of Next Meeting – Thursday 20<sup>th</sup> January 2022 at 6.00pm.

There being no further business the meeting closed at 19.21 hours.