

Bourton on the Water Parish Council - Community Centre Committee

Minutes of Committee Meeting held on Tuesday 23rd October 2018 at 4pm

Present: Cllrs B Sumner (Chair), R Daniel, R Hadley, N Randall

1. **Apologies:** Received from Cllrs Cowen, Hicks; Resident: E Rumsey
2. **Minutes of the meeting held on 26th July 2018:** Noted and approved
3. **Membership:** Cllr R Daniel was formally co-opted onto the Committee;
4. **Tenants:**
Flat 1:
 - a. The tenant's requests in respect of various internal modifications to the accommodation were agreed, subject to various conditions – Clerk to confirm arrangements in writing;
 - b. It was agreed that 6 monthly inspections will continue for the time being until approved modifications have been inspected as satisfactory;
 - c. It was noted that VOA has changed Flat 1 from a dwelling to a business;Residential:
 - d. The latest inspection reports were noted and responsibility for actions was agreed;
 - e. The Committee noted completion of works to isolate water supply to both flats – tenants and emergency key holders to be familiarised with the new arrangements;
5. **Function Rooms: Consider issues as follows:**
 - The Committee agreed the office proposal for room hire rates to remain unchanged for 2018-19;
 - The rolling art display will also continue unchanged from the current arrangements;
6. **External Areas/Maintenance: Consider issues, as follows:**
 - Window refurbishment:
 - The snagging list was agreed and committee members will meet with the contractor to discuss required completion of all issues within 30 days of a meeting. Retained sums will only be released on satisfactory completion of all snagging items. Tenants will be notified of the need to ventilate accommodation.
 - The Clerk will submit invoices to CDC and chase for payment of the S106 contribution now due;
 - Roof works:
 - The Committee noted the revised start date of 7th January for works to the main building roof and agreement for usable reclaimed slates only to be stored at Hacklings depot, free of charge, pending re-use in later stages of roof works;
 - The Committee noted that works to re-roof The Old Chapel (costs approved by Council on 3rd October) will commence on 19th November. Once on site for those works, Heritage Roofing will meet with committee members to discuss arrangements for storage of slates during the January works;
 - The Committee noted that Tec-Glass has been contacted to provide a quote for works to replace the existing lantern light(s) in poor condition. Two further quotes will be sought in line with Standing Order requirements, once CDC Conservation Officer advice has been sought regarding the specification for works;
 - The Committee will seek a budget of £20k in 2019-20 to make part-provision to fund Phase II roof works in 2020-21. This will enable the majority of priority works identified in Ward Dale Smith's survey of 2012 to have been completed within the relevant timescale.
 - Boiler/plant room:
 - Consideration of Hewers quote dated 12th October relating to clearance of the boiler/pump room was deferred to the next meeting. Hewers will be asked to identify surplus plant and undertake works to seal off utilities, with as much clearance of plant to be done in-house subsequently to keep costs to a minimum;
 - Drainage works: The Clerk was instructed to chase outstanding works as a priority;
 - General:
 - The Committee agreed to the planting of 2 birch trees in pots by the main site entrance;
 - The Committee agreed to remove maintenance of the planted areas at GMCC from the general contract and to engage a new gardener for this space;

- The Committee agreed a budget to install a new litter bin by the footpath to the Co-Op to address persistent littering in that area;

7. Internal areas: Consider issues, as follows:

- The commemorative WWI print will be displayed in the Windrush Room, together with an information card, once delivered;
- The Committee agreed to submit a budget request for 2019-20 in the sum of £1k to fund the purchase of a wide-screen TV to be wall mounted in the Salmonsbury Room;
- The Committee noted water charges have dropped by iro £20pm;
- Key emergency contacts will be given refresher training re responding to fire alarms/general emergencies;

8. IT Sub-Committee:

The composition and Terms of Reference were agreed.

Sue Cretney, Clerk
24th October 2018