

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
Moore Road, Bourton-on-the-Water, Glos. GL54 2AZ

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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 **6.30pm on Thursday 27th July 2023** 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](#)

Joanna Herbert

Mrs Joanna Herbert

Assistant Clerk

14th July 2023

AGENDA

- 1) Apologies for absence.
- 2) Declarations of Interest.
- 3) To receive and approve the minutes of the meeting held on 27th April 2023.
- 4) Opportunity for members of the public to speak on matters on the agenda.
- 5) Matters Arising:
 - i) Update on title deed registration
 - ii) Flat 2:
 1. Update on repairs to water leak stain on bedroom ceiling
 2. Update on tenant's works to shower room and bedroom
 3. Update on smoke detector replacement
 - iii) Update on leaf blower risk assessment
 - iv) Update on work required to emergency lighting and other units
 - v) Update on remedial work to external stonework on Salmonsbury Room gable end
 - vi) Update on lead box gutter repairs
 - vii) Update on Windrush Room art display
- 6) Finance: To note the current GMCC Cost Centre Summary Report (Paper 1).
- 7) Fire:
 - a) To review the updated Fire Risk Assessment Action Plan (Paper 2a).
 - b) To receive report & recommendations from Fire Compartmentation Survey and agree further actions (Paper 2b).
 - c) To consider quote from Chosen Fire Protection at £98.75 + VAT to replace battery pack on emergency lighting unit in GCC's kitchen & quote from ER Electrical at £124.04 + VAT to replace complete unit for LED instead (Paper 2c & 2d).
- 8) Health & Safety Inspection: To receive Assistant Clerk's action plan & recommendations and agree further actions (Paper 3).
- 9) Survey of Guttering: To consider report & recommendations from Clanfield Guttering Ltd following survey on 15th June (Paper 4a).
 - a) To consider two quotes for annual gutter cleaning (Paper 4b & 4c).
 - b) To approve quote from Clanfield Guttering Ltd of £1913 +VAT to replace guttering at rear of Flat 2 (Paper 4d).
 - c) To approve quote from Clanfield Guttering Ltd of £1746 +VAT to replace guttering at rear of The Old Chapel (Paper 4d).
 - d) To consider quote from Clanfield Guttering Ltd of £8787 +VAT to replace plastic guttering on the non-original elevations of the building with seamless aluminium and make recommendations for next year's budget (Paper 4d).

- 10) Cleaning:
 - a) To receive two quotes to clean upholstery & carpets. (Paper 5a & 5b).
 - b) To consider quote from Viking to purchase a hard floor cleaner to improve the maintenance of the Windrush Room floor (Paper 6).
- 11) Outside Areas: To approve purchase of bulk bag of gravel/shingle at a cost of £55 +VAT from Bence to complete tidy up of ground behind boiler room stairwell.
- 12) Internal Areas: To note three separate faults reported by tenants about doors and agree further actions.
 - a) Entrance door to The Cottage intermittently not closing fully.
 - b) Two issues with internal office door closers in GCC's accommodation.
- 13) TalkTalk: To note renewal of broadband & telephone contract for 12 months with effect from 12th July 2023 at £22.95 per month per line.
- 14) Items to Note:
 - a) Feedback from Moore Friends on facilities.
 - b) Amendment to opening hours on building signage.
 - c) Instruction of works for Andy Wakefield to repair toilet flush at a cost of £75.
- 15) Date of Next Meeting: 6pm on Thursday 19th October 2023.
- 16) 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.
- 17) To agree rate of rent review (Confidential Paper 7).
- 18) To consider use of rooms by a tenant without charge and recommendation made by Assistant Clerk (Confidential Paper 8).