

Bourton-on-the-Water Parish Council

**Minutes of the Extraordinary Meeting of the George Moore Community Centre Committee
held in The Windrush Room, The George Moore Community Centre
at 6pm on Tuesday 23rd November 2021**

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

In Attendance: Sharon Henley, Clerk

Members of Public: 0

- 1) Apologies for absence: There were none.
- 2) Declarations of Interest: There were none.
- 3) To receive and approve the minutes of the GMCC Committee meeting held on 21st October 2021. Cllr Roberts proposed, Cllrs Wilkins seconded and the draft minutes were APPROVED.
- 4) Matters Arising
 - a) Tenant deposits: The amounts held for Rooms 2 and 3 had now been transferred from Kendall and Davies to the Parish Council account. The Clerk to add an item to the main Council agenda to determine whether the amounts held in earmarked reserves in error could be transferred to the Community Centre earmarked reserve.
 - b) Title Deed: Cllr Hodgkinson had chased the matter as requested. The solicitor had received the certificate from the NHS and the application for registration was to be dealt with early next week.
 - c) Leases & Licences: The Clerk updated on the progress of the documents prepared by the solicitor for existing tenants and the new tenant of The Old Chapel.
 - d) The Homestart banner had been fixed to the metal gates bordering Moore Road.
- 5) Fire Risk Assessment (Paper 1): A rating of Medium unacceptable category 4 had been assessed, which on completion of remedial actions could be improved to Low acceptable category 2. The Clerk circulated a summary of actions spreadsheet and each of the items marked 'A – most significant' were reviewed in detail and actions agreed, along with a proportion of the 'B' rated actions. It was agreed that the Clerk would report on progress and bring quotes to the next meeting for the items discussed. The B and C items not discussed to be covered at the January meeting.
- 6) The Cottage - To review the following quotes and agree further actions.
 - i) ASG for removal of automatic door equipment at £280.00 plus VAT (Paper 2) APPROVED.
 - ii) Armadillo Locksmiths to fit new mortice hook deadbolt in lower half of door at £281.66 with additional keys at £12 each. (Paper 3) Digital Lock to be paid for by the tenant. The quote also included provision to replace the door closer if this was found to be faulty on removal of the automatic door equipment at a cost of £322.85. Both items APPROVED. The total costs of for all items at £908.51 (to include 2 additional keys) to be taken to full Council for approval, to be funded from the GMCC earmarked reserve.
- 7) Update on quote for replacement windows and doors on Sunroom and Library following site visit by Mike Honour Windows. Cllr Roberts and the Clerk had reviewed the windows and it was thought the work could be postponed if some minor remedial works were completed. The contractor to submit a quote for discussion at the January meeting.
- 8) **Confidential Session:**
 - i. 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 commercial leases. As such, the press and public are excluded from this part of the meeting. APPROVED.
 - ii. To consider requests from tenant in respect of Room 2 and Flat 1. Requests in relation to sub-letting were considered and responses to the tenant were agreed.

- iii. To consider requests from incoming tenant of The Old Chapel. Requests for minor interior alterations and signage were considered and responses agreed.
- iv. To note completion of 6 monthly inspection on Flat 2. This was review and noted.

9) Date of Next Meeting – Thursday 20th January 2021 at 6.00pm.

There being no further business the meeting closed at 19.16 hours.