

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 in **The Windrush Room, The George Moore Community Centre** at 6pm on **Thursday 21st July 2022** for the purpose of transacting the following business.

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

Sharon Henley

Mrs Sharon Henley

Clerk

15th July 2022

AGENDA

- 1) To elect a Chairman.
- 2) To elect a Vice Chairman.
- 3) Apologies for absence.
- 4) Declarations of Interest.
- 5) To receive and approve the minutes of the meeting held on 28th April 2022.
- 6) Matters Arising
 - a) Update of room hire terms and conditions ref. use of candles, tealights etc.
 - b) Actions from H&S inspection
 - c) First aid risk assessment and actions
 - d) Repair to dry stone wall
 - e) Lloyds Bank parking agreement
 - f) Replacement light at The Cottage
 - g) Removal of compound fencing
 - h) Title Deed Registration
 - i) DSE assessments
 - j) Staff fire training
 - k) To note annual PAT testing has been completed
 - l) Investigation on viability of solar panels
- 7) Fire Risk Assessment Action Plan
 - a) Update on completed actions (Paper 1a)
 - b) To note that fire extinguisher training is booked for 9th Sept.
 - c) To review draft Staff Induction Checklist (Paper 1b)
- 8) Lighting Conductor Testing:
 - a) To review advice received from insurance company (Paper 2a)
 - b) To review test results from OmegaRed (Paper 2b)
 - c) To review two quotes for remedial work and determine further actions (Papers 2c, d & e)
- 9) Asbestos Survey:
 - a) To review survey and findings (Paper 3a)
 - b) To review related quote from Smiths of Gloucester for asbestos survey remedial works and removal of basement boilers at £1,588.79 + VAT (Papers 3b)
- 10) Legionella
 - a) To review guidance note from HSE (Paper 4a) and information on checks to date (Paper 4b)
 - b) To review three quotes for a legionella risk assessment (Papers 4c, d & e) and determine further actions.

- 11) Utilities & Office Equipment:
 - a) To review final quote from Sharp for photocopier rental at £33 per month for a five year contract from October 2022 (Paper 5)
 - b) Broadband and phone contract – to review advice from Focus (Paper 6a) and option for 12 month contract with TalkTalk at £23.95 per month (Paper 6b).
 - c) To note proposed contractor increase on cleaning costs.
 - d) To note advice on price increase from Initial (Paper 7)
- 12) Room Hire Rates: To review comparative information on local rates, information on approximate energy costs and recommendations from the Assistant Clerk (Papers 8a, b & c).
- 13) To determine the committee's policy on lending out of tables and chairs to outside organisations.
- 14) Electrical Vehicle Charging:
 - a) To note current lease terms for the car park (Paper 9a)
 - b) To note quote for EV charging points and discuss routes of further investigation (Paper 9b)
- 15) To review request from the Getting Connected Group to use the Salmonsbury Room free of charge for ten weekly sessions in September and October (Paper 10)
- 16) To consider purchase of stone chipping for area to the rear of The Old Chapel at an approximate cost of £143.09 (Paper 11).
- 17) To note new ACRE grant funding for community buildings will be available shortly [ACRE](#)
- 18) Date of Next Meeting – 6pm on Thursday 13th October 2022.