

# Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,  
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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 28th April 2022** for the purpose of transacting the following business.

It would be helpful if members of the public could contact the Clerk in advance to advise of their intention to attend.

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

*Sharon Henley*

Mrs Sharon Henley

Clerk

13<sup>th</sup> April 2022

## AGENDA

- 1) Apologies for absence.
- 2) Declarations of Interest.
- 3) To receive and approve the minutes of the meeting held on 17<sup>th</sup> February 2022.
- 4) Matters Arising
  - a) The Cottage automatic door closer
  - b) Dual fuel electricity contract
  - c) Title Deed Registration
- 5) Fire Risk Assessment Action Plan
  - a) Update on completed actions (Paper 1a)
  - b) Lighting Conductor Testing: To review results and quote for remedial actions from PTSG Electrical Services at £882.82 (Paper 1b)
  - c) **Room Hire Terms & Conditions: Review advice from fire risk assessor on use of tealights/candles etc and determine suitable wording for final document (Paper 1c).**
  - d) Asbestos Survey: To review quotes and determine further actions. (Paper 1d).
- 6) Annual Health and Safety Inspection 26<sup>th</sup> April: To review results and determine actions required (Paper 2).
- 7) Statutory Health & Safety Checks:
  - a) To review list of checks required and provide pre-approval for Assistant Clerk to book in works across the financial year in accordance with budgetary provision. As per Financial Regulations and recommendation in Quarterly Checks. (Paper 3a).
  - b) Landlord's Gas Safety Certificates: To note that boiler servicing and certificates were completed on 4<sup>th</sup> April. (Paper 3b).
- 8) First Aid Risk Assessment: To review assessment for the Centre as per the Health & Safety (First Aid Regulations) 1981 and determine further actions (Paper 4). For approval by full Council.
- 9) Repair to dry stone wall: To review quote from Matthew Joynes for £480 + VAT and agree further actions. Images available Paper 5.
- 10) Lloyds Bank Parking Agreement: To discuss renewal terms and conditions from expiry on 23<sup>rd</sup> May 2022. (Paper 6).
- 11) To consider request from GCC/NHS tenants to display a recruitment banner. (Paper 7)
- 12) Utilities & Office Equipment (Paper 8)
  - a) Phone: To note Talk Talk pricing update and advice from Focus on landline provision.
  - b) To note price increase advised by Grundon.

- c) To note price increase advised by Smartest Energy.
- d) To note price increase advised by Apogee.
- 13) Room Hire Rates: To discuss a possible rise in rates following increase in utility costs.
- 14) The Cottage: To consider quote from Cotswold & Vale (tbc) to replace office light for Kate's Home Nursing.
- 15) Date of Next Meeting – 6pm on Thursday 21<sup>st</sup> July 2022.