

Bourton-on-the-Water Parish Council

Minutes of a meeting of the George Moore Community Centre Committee

held at 5pm on Thursday 10th November 2022

in The Windrush Room, The George Moore Community Centre

Those Present: Cllr B Sumner (Chairman), Cllrs L Hicks, N Randall, A Roberts, L Wilkins arrived at item 4c.

In Attendance: Sharon Henley, Clerk.

Members of Public: None.

- 1) Apologies for absence: Cllr M Macklin.
- 2) Declarations of Interest: There were none.
- 3) To receive and approve the minutes of the meeting held on 26th September 2022: APPROVED.
- 4) Matters Arising
 - a) Title Deed Registration – the solicitor was continuing to chase the Land Registry and had advised of total costs of £600 for this work.
 - b) Fire Risk Assessment Action Plan: No additional items had been covered. The Clerk to progress.
 - c) Licence for Room 1: The tenant had agreed to renewal from 1st December at the uplifted rate, but was not able to consider sharing the facility with the Library. The Clerk had arranged for the licence to be drawn up by the solicitor as per the previous meeting item 7 and would sign the document.
 - d) Replacement light in Corridor: The electricians had been let down by their supplier and would reschedule as soon as possible.
 - e) Flagpole: Council agreed to the costs being added to next year's budget. Cllr Hicks had agreed to check with the Platinum Jubilee Committee whether they would be in favour of the funds for a permanent memorial to be used for this purpose, but they were not in favour.
- 5) Library (Paper 1): To review proposals for projects and provide feedback. Proposals for a sensory garden at the library end of the building were reviewed but the Committee were unable to support this idea due to concerns over previous and ongoing anti-social behaviour on the premises. Concerns were also raised about ongoing maintenance and the level of foot traffic crossing this part of the site.
- 6) Pothole in gateway and insurance claim: To receive an update from the Clerk and agree any further actions required. The solicitor had reviewed legal documentation and confirmed that the parish council did not have ownership of this part of the site and had no liability in this regard. The Clerk informed the insurers and would also write to the member of public to advise on this matter.

In addition, parking arrangements were reviewed and the Clerk to write to the member of public and any other relevant vehicle owners to remind them that there were clear signs in place advising that parking was for 'patrons only' and the parish council would accept no liability for loss or damage.
- 7) Damage to guttering: Update on insurance claim to third party: Third party insurers had accepted liability and funds had been requested.
- 8) Water damage to ceiling in Library (Papers 2a & b): To receive an update and consider quote. One quote had been received from a roofing contractor and two other contractors had been invited to quote. All quotes to be considered by full Council to enable work to be completed as soon as possible.
- 9) Flat 2: To receive updates on the following and review any quotes received:
 - a) Works required to shower room (Paper 3): The Committee reviewed the tenant's request but did not support the proposal for a bath to be installed for cost and future accessibility reasons. Cllr Hicks and the Assistant Clerk to review the quote with the contractor to determine whether a new shower and tray were required. Following this, the quote to be reviewed by full Council to enable work to be instructed.
 - b) Low water pressure: The filter on the bathroom tap was clogged and had been cleared to improve the flow of hot water to the sink.
 - c) Water leak in bedroom ceiling: The temporary fix on the pipe in the loft was covering a large hole so this had been replaced. The caretaker to treat and paint the water stain.
- 10) Timer on boiler in The Cottage: To approve quote from AGW Heating & Plumbing to supply and fit a new timer control clock to the boiler at £185. APPROVED.
- 11) Statutory fire equipment inspections (Paper 4): To note these were completed. Noted.

- 12) Legionella Risk Assessment (Paper 5): To review recommendations and further quote and agree actions. The report was reviewed and following discussion, it was agreed to accept the quote from Primary Water Solutions to create a site specific Site Water Hygiene Logbook and provide training for three staff at a cost of £500 + VAT to be funded by the GMCC H&S Earmarked Reserve. A temperature probe to be purchased at an approximate cost of £20 and, following training, the Caretaker to undertake regular testing as recommended by the report. The Clerk to draft a suitable policy and a plumbing quote to be obtained to address the deadlegs found in the system.
- 13) Leafblower (Paper 6): To consider request from the Caretaker to purchase a unit at a cost of £99.99 including VAT. This was APPROVED, following a suitable risk assessment and provision of any PPE required.
- 14) Generator (Paper 7): To review advice from contractor and note or agree further actions. The information was noted and it was agreed to take no further action.
- 15) Draft equipment hire form (Paper 8): To consider suitability of wording and agree amendments or approve. The draft document was reviewed and the statement about 'local community groups' to be deleted but any borrowers must sign the form. Any organisations regularly borrowing items to be asked to adhere to this statement and all equipment must be signed back in by a Council member of staff. With these amendments the form was APPROVED.
- 16) Date of Next Meeting – 6pm on Thursday 9th February 2023.

There being no further business the meeting closed at 18.14 hours.