

Bourton-on-the-Water Parish Council

Minutes of a meeting of The George Moore Community Centre Committee

held at 6.30pm on Thursday 27th July 2023 in The Windrush Room, The George Moore Community Centre

Those Present: Cllr A Roberts (Chairman), Cllrs S Coventry, L Hicks, M Macklin & B Wragge.

In Attendance: Joanna Herbert, Assistant Clerk.

Members of Public: There were none.

- 1) Apologies for absence: There were none.
- 2) Declarations of Interest: There were none.
- 3) To receive and approve the minutes of the meeting held on 27th April 2023: APPROVED.
- 4) Opportunity for members of the public to speak on matters on the agenda: None present.
- 5) Matters Arising:
 - i) Update on title deed registration: Update received from the solicitor on 27th July confirming that the application remains pending with the Land Registry.
 - ii) Flat 2:
 1. Update on repairs to water leak stain on bedroom ceiling: Repairs by caretaker complete.
 2. Update on tenant's works to shower room and bedroom: Shelves & decoration in bathroom complete. Bedroom works to be carried out after summer.
 3. Update on smoke detector replacement: Replaced with heat detector by Chosen Fire Protection on 27th June to prevent accidental activations.
 - iii) Update on leaf blower risk assessment: Risk assessment has been completed & circulated so equipment can be used when required.
 - iv) Update on work required to emergency lighting and other units: All emergency lighting & signage in corridors now working correctly following remedial action carried out by ER Electrical.
 - v) Update on remedial work to external stonework on Salmonsbury Room gable end: Repointing & sealing of gable end carried out during week beginning 12th June. Internal making good ongoing by caretaker.
 - vi) Update on lead box gutter repairs: Heritage Roofing checked lead overlaps & resealed.
 - vii) Update on Windrush Room art display: Changeover completed on 23rd June.
- 6) Finance: The current GMCC Cost Centre Summary Report was circulated and noted (Paper 1).
- 7) Fire:
 - a) To review the updated Fire Risk Assessment Action Plan (Paper 2a): Committee Clerk fire awareness training will be arranged when appointed. COSHH file had been reviewed by the Clerk & now risk assessments should be produced for all items on file. Assistant Clerk to send COSHH list to Cllr Hicks who will look for relevant risk assessment examples online. Fire compartmentation survey now complete. PEPs to be produced when Clerk returns.
 - b) To receive report & recommendations from Fire Compartmentation Survey and agree further actions (Paper 2b): Assistant Clerk to compile simplified action plan, listed in priority order, using information from Section 10 of report and obtain costs for any High & Very High priority items to bring to next meeting.
 - 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): Committee approved option to replace faulty light with LED unit as this should be more efficient and more cost effective in the long term.
- 8) Health & Safety Inspection: To receive Assistant Clerk's action plan & recommendations and agree further actions (Paper 3): Cllrs Roberts & Hicks agreed to investigate cheaper alternatives for line marking. The purchase of a replacement security light from ER Electrical was APPROVED. It was agreed that temporary rigid plastic No Smoking signs would be installed and the Assistant Clerk would obtain costs from The Wright Signs for two A5 metal signs with the same wording as a more permanent option.
- 9) Survey of Guttering: The committee considered the report & recommendations from Clanfield Guttering Ltd following survey on 15th June (Paper 4a) which included 12-monthly cleaning and essential repairs needed to maintain & preserve the building.
 - a) To consider two quotes for annual gutter cleaning (Paper 4b & 4c): Committee APPROVED the quote of £310 from All Seasons Gutter Cleaning.

- b) To approve quote from Clanfield Guttering Ltd of £1913 +VAT to replace guttering at rear of Flat 2 (Paper 4d): Assistant Clerk was requested to obtain an additional quote as per Financial Regs.
 - c) To approve quote from Clanfield Guttering Ltd of £1746 +VAT to replace guttering at rear of The Old Chapel (Paper 4d): Assistant Clerk was requested to obtain an additional quote as per Financial Regs.
 - 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): Assistant Clerk was requested to obtain two additional quotes as per Financial Regs.
- 10) Cleaning:
- a) To receive two quotes to clean upholstery & carpets. (Paper 5a & 5b): Committee APPROVED quotation of £681 from Cotswold Carpet Cleaners.
 - b) To consider quote from Viking to purchase a hard floor cleaner for £114 +VAT to improve the maintenance of the Windrush Room floor (Paper 6): Purchase APPROVED from Cost Code 5140.
- 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. APPROVED.
- 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: Assistant Clerk to contact Armadillo Locksmiths for suggestions to resolve issue with door not fully closing since removal of automatic closer. Cllr Roberts to investigate too.
 - b) Two issues with internal office door closers in GCC's accommodation: Two door closers were reported as faulty. Ernie has repaired one and was asked to investigate the second & report back if a replacement is required.
- 13) TalkTalk: It was noted that the contract for broadband & telephone had been renewed 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: Comments on excellent standard of rooms and communal areas following AGM held in the Windrush Room and complimented for booking process.
 - b) Amendment to opening hours on building signage: Sign currently with Wright Signs who will remove old wording & update without needing to purchase a new sign. Awaiting return & costs.
 - c) Instruction of works for Andy Wakefield to repair toilet flush at a cost of £75: Completed on 24th July along with leak repairs approved by Council. When investigating the blockage, a biro was found lodged across the diameter of the soil pipe. This has now been removed and the toilet is back in full working order.
- 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: APPROVED.
- 17) To agree rate of rent review (Confidential Paper 7): Following discussion, a new rate was APPROVED for Flat 2 rent which will take effect when the tenancy renews in October. Assistant Clerk to instruct Harrison Hardie to proceed with arrangements for the new tenancy agreement.
- 18) To consider use of rooms by a tenant without charge and recommendation made by Assistant Clerk (Confidential Paper 8): Following discussion, the recommendations put forward by the Assistant Clerk were APPROVED.

There being no further business the meeting closed at 19:49 hours.