

# **Bourton-on-the-Water Parish Council**

## **Minutes of a meeting of the George Moore Community Centre Committee held at 6pm on Thursday 26<sup>th</sup> January 2023 in The Windrush Room, The George Moore Community Centre**

**Those Present:** Cllr A Roberts (Chairman), Cllrs S Coventry, L Hicks, L Wilkins. Cllr B Hadley attended as a non committee member in a non voting capacity.

**In Attendance:** Sharon Henley, Clerk.

**Members of the Public:** 1 from item 5.

- 1) To note that Cllr Roberts was elected as Chairman and Cllr Wilkins as Vice Chairman at the Parish Council meeting, following the resignation of Cllrs Sumner and Randall.
- 2) New committee members Cllrs Coventry and Hicks were welcomed.
- 3) Apologies for absence: Cllr M Macklin.
- 4) Declarations of Interest: Cllr Hicks declared an interest in Kate's Home Nursing as a member of their fundraising committee. Cllr Wilkins entered the meeting during this item.
- 5) To receive and approve the minutes of the meeting held on 10<sup>th</sup> November 2022. Cllrs Hicks and Coventry were not present at the meeting, so the minutes were APPROVED by Cllrs Roberts and Wilkins.
- 6) Matters Arising:
  - i) Title Deed Registration: The solicitor confirmed that he was continuing to chase the matter, but it was still pending with the Land Registry. The Clerk to liaise with the solicitor to raise a complaint against the Land Registry due to the length of time taken to deal with the matter. In addition, to enquire about potentially fast-tracking the registration and the costs involved.
  - ii) Fire Risk Assessment Action Plan: All actions were on-going.
  - iii) Licence for Room 1: Complete.
  - iv) Replacement light in corridor: Complete.
  - v) Parking: The Clerk had written to any unauthorised individuals who were regularly using the car park. The clerking team would continue to monitor parking.
  - vi) Damage to guttering: Remedial work was complete and payment had been received from the third party insurers.
  - vii) Water damage to ceiling in Library: The contractor was booked for 17<sup>th</sup> February.
  - viii) Flat 2:
    1. Works to shower room: The contractor was booked for w/c 13<sup>th</sup> March.
    2. Water leak in bedroom ceiling: The Caretaker had applied stain block and a further coat would be applied when the bathroom contractor was working in the flat.
  - ix) Legionella risk assessment: Staff training was complete. The log book had been received and the flushing regime had begun. A scheduled diary of actions had been drawn up and would be completed by the Caretaker, including descaling. The Policy and plumbing quote were still ongoing.
  - x) Leafblower: This had been purchased and the Assistant Clerk and Clerk were working on a risk assessment.
  - xi) Work required to emergency lighting and other units: The Clerk had been given delegated authority by full Council to complete this work. The final cost was £426.67 + VAT and certificates for minor works were awaited from the contractor.
- 7) To note emergency boiler replacement at The Cottage. This took place in December under Clerk's delegated authority and was ratified by full Council in January. Additional oil filled radiators were purchased to cover the interim period and this was also ratified by full Council.
- 8) To review issues raised with stonework on the building (Paper 1) and agree further actions: The report by the Assistant Clerk and Caretaker outlined work required to the gable end of the Salmonsbury Room and cracks in the mortar on The Cottage. The Committee APPROVED for the Caretaker to complete the internal works and a quote for external works to be obtained from a contractor.
- 9) Emergency contacts for the fire alarm: The Clerk reminded the Committee that the Chairman and Vice Chairman were the emergency contacts as per notices in the centre and with the tenants. The emergency contacts to arrange cover from other committee members if needed. The Assistant Clerk to arrange a

briefing session for committee members and to create a checklist for the committee to refer to in the event of a fire alarm activation. The Clerk to remind all tenants of the correct people to contact in the event of an activation.

- 10) To note letter from Grundon re. price increase (Paper 2): A 9.6% increase from 1<sup>st</sup> Jan was noted. The Clerk to investigate the terms of the contract with Grundon.
- 11) Dementia Audit Actions (Paper 3): To review progress and agree any further actions required. All actions and outstanding issues were noted.
- 12) Health & Safety Inspection: To agree arrangements for councillors to inspect in April. Cllrs Wilkins and Roberts to complete the inspection on Tuesday 25<sup>th</sup> April at 2pm.
- 13) Date of Next Meeting – 6pm on Thursday 27<sup>th</sup> April 2023 in the Windrush Room.

The member of public left the meeting at this point.

- 14) Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following item is confidential as it relates to commercial tenancies. As such, the press and public are excluded from this part of the meeting. APPROVED.
- 15) To review schedule of leases and agree any further actions (Confidential Paper 3): The schedule and break clause date for leases were noted.

The meeting was suspended between 18.40 and 18.50 hours for the Clerk to carry out further research relating to the leases.

Following discussion, the Committee APPROVED for full Council to consider amendments to some lease terms at the February meeting.

There being no further business the meeting closed at 18.57 hours.