

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 at **6.00pm on Thursday 19th October 2023** in The Windrush Room, The George Moore Community Centre for the purpose of transacting the following business.

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

Sharon Henley

Mrs Sharon Henley

Clerk

12th October 2023

AGENDA

- 1) Apologies for absence.
- 2) Declarations of Interest.
- 3) To receive and approve the minutes of the meeting held on 27th July 2023.
- 4) Opportunity for members of the public to speak on matters on the agenda (limited to 3 minutes per person).
- 5) Matters Arising:
 - i) Title deed registration
 - ii) CoSHH assessments
 - iii) Work on replacement lighting unit in GCC's kitchen & security light
 - iv) H&S inspection – Cllrs Hicks and Roberts to investigate cheaper alternatives for line marking
 - v) Gutter cleaning
 - vi) Carpet and upholstery cleaning
 - vii) Purchase of hard floor cleaner
 - viii) Purchase of gravel to tidy up behind boiler room stairwell
 - ix) Update to building signage: To note this was kindly completed FOC by The Wright Signs and a thank you note placed in the Bourton Browser
 - x) Card reader for payments
- 6) SEN Resilient Communities Fund Grant Application for Generator (Paper 1): To note grant award and agree further actions, including required budgetary provision.
- 7) Finance:
 - a) To note GMCC Summary Report (Paper 2a), GMCC Detailed Cost Centre (Confidential Paper 2b)
 - b) Budget 2024-25: To agree first draft of budget for GMCC (Paper 2c).
- 8) Buildings Maintenance
 - a) Guttering:
 - i) To review additional Guttering quotes (Papers 3a & b) and note quote reviewed at the July meeting from Clanfield Guttering (Paper 3c). Select contractor and approve quote or agree further actions.
 - b) Gas supply – criminal damage: To review advice from police (Confidential Paper 4) and AGW Wakefield and agree further actions.
 - c) The Cottage:
 - i) To note work instructed under Clerk's delegated authority to fix faulty door locking mechanism by Armadillo Locksmiths at £140 + VAT.
 - ii) To approve quote from Equinox to re-hang door and mend door-closing mechanism (Paper 5).
 - d) Replacement wands for blinds: To approve quote from Granley Blinds at £120 + VAT (Paper 6)
 - e) No smoking signs: To approve quote from The Wright Signs for 2no. A5 aluminium composite signs at £45 including fitting.

- f) Annual Inspection and Testing of Lightning Protection System: To review quote from PTSG at £152 + VAT (Paper 7) and agree position on future testing.
 - g) Emergency Lighting outside Clerk's Office: To approve quote of £127.08 + VAT to replace faulty unit (Paper 8).
 - h) Basement: To approve in principle for the Caretaker to rub down walls with wire brush, apply sealant and masonry paint to facilitate installation of a concrete base rail under the door to prevent rain driving in.
- 9) Health & Safety
- a) Fire Compartmentation Survey: To receive updated action list (Paper 9) and agree further actions.
 - b) Staff Training: To approve the following on-line courses for the Caretaker and Assistant Clerk. To be funded by Contingency budget.
 - i) Ladder training by hsqe.co.uk at £24+VAT for 2 users
 - ii) Manual handling training by hsqe.co.uk at £24+VAT for 2 users
- 10) Suppliers & Utilities
- a) To approve set-up of an account with Spot On Supplies following the retirement of Lower Swell Chemicals (Paper 10).
- 11) Room Hire
- a) Terms & Conditions for Hirers: To approve the addition of a clause to Item 15 to ensure lights in the rooms are switched off and the room thermostat is reset to 15° (TBC) if this has been adjusted during the hire period.
 - b) Fixed projector and sound system in the Windrush Room: To review a request from U3A to install new equipment and agree further actions.
- 12) Sam's Disability Stickers: To review an invitation from Cheltenham Chamber of Commerce to meet committee members.
- 13) Date of Next Meeting: 6pm on Thursday 26th January 2024 in the Salmonsbury Room.
- 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 items are confidential as they relate to tenancies. As such, the press and public are excluded from this part of the meeting.
- 15) To note and approve payments for Flat 2 when tenancy renews (Confidential Papers 11a, b& c).
- 16) To consider lease renewal terms for:
- a) Room 1 (expires 30th November)
 - b) Room 3 (expires 6th November)