

# Bourton-on-the-Water Parish Council

## Minutes of a meeting of the George Moore Community Centre Committee held at 6.00pm on Thursday 25<sup>th</sup> January 2024 in The Windrush Room, The George Moore Community Centre

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

**In Attendance:** Sharon Henley, Clerk (minute-taker) and Jo Herbert, Assistant Clerk. Cllrs A Davis and B Hadley attended part of the meeting as non-committee members.

**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 19<sup>th</sup> October 2023. Amendment to 8h – “To approve in principle for installation of a concrete base rail under the door to prevent rain driving in before the Caretaker rubs down walls with wire brush and applies sealant and masonry paint”. This amendment was APPROVED and the minutes were APPROVED with that amendment.
- 4) Opportunity for members of the public to speak on matters on the agenda: None present.
- 5) Matters Arising:
  - i) Title deed registration: Land Registry application was still pending and the Clerk to continue to ask the solicitor to chase.
  - ii) CoSHH assessments: The Assistant Clerk had begun a programme of completing one per month using a template provided by the Clerk. Three had now been completed. Products no longer in use to be safely disposed of.
  - iii) Re-lining in car park: A GCC Highways contractor contacted the Clerk towards the end of last year and offered to complete the work when they were in the area. However, this was at short notice and they were unable to come up with a complete price, risk assessments or public liability insurance. They will contact the Clerk again when they are in the area.
  - iv) Purchase of gravel to tidy up behind boiler room stairwell: The gravel was delivered and the work completed by Dave Perry.
  - v) Guttering works: Now complete. The contractor identified some additional work by Flat 2 and an additional length of guttering was fitted at a small extra cost, as reported to Council. Flat 2 tenant reported that everything appeared fine during the recent rain/storms.
  - vi) Securing of external gas supply: Contractor to instal meter box on 7<sup>th</sup> February to cover exposed control valve.
  - vii) The Cottage – works to rehang door and mend door-closing mechanism: Complete.
  - viii) Replacement wands for blinds: Complete.
  - ix) No smoking signs: Complete.
  - x) Emergency lighting outside Clerk’s office: Complete.
  - xi) Basement works to facilitate installation of a concrete base rail under the door: Estimate of £80 from Pete Scarrott (steel £20, plus concrete and labour). To be instructed under Clerk’s delegated authority.
  - xii) Staff Training – Ladder and Manual Handling training: Assistant Clerk and Caretaker had completed their training. The Clerk to ask Dave Perry to undertake the training in relation to his work on the play areas. The Clerk to book Cllr Roberts onto the training in relation to his works with the Christmas tree and other Parish Council-related work.
  - xiii) Spot on Supplies: Now established as a supplier.
- 6) SSEN Resilient Communities Fund Grant Application for Generator:
  - a) To note that grant funding has been offered, as reported to full Council.
  - b) To discuss information on back-up generators obtained since the January Parish Council meeting, including paper from Cllr Samuel (Paper 1). It was noted that the NHS clinic on the site were in the process of arranging for their generator to be removed due to high maintenance costs and an emergency generator could be supplied to them within 4 hours.

Cllr Samuel (non-committee member) had also prepared a paper highlighting concerns that the GMCC did not meet any of the requirements that would make an emergency generator system essential for public safety and the potential requirement for environmental permits.

- b) To agree a final recommendation on whether to proceed with the acquisition of a back-up generator, for the February Parish Council meeting.

The Committee agreed to recommend to Council not to purchase a back-up generator but instead to get a quote for a plug-in point for a hired generator and check emergency availability with hire companies.

The grant provider had confirmed that there was no specific deadline for the payment of the grant. Cllr Davis (non-committee member) had previously liaised with this grant provider, and it was agreed that she would contact SSEN to determine whether the grant would be available to fund the proposed plug-in point.

#### 7) Finance:

- a) To note GMCC Summary Report (Paper 2a), Reserves Report (Paper 2b). It was noted that the Expenditure budget was currently overspent by £1,025.39, particularly on Maintenance and Fire Alarms. Adequate provision had been added to the draft 2024-25 budget. The overspend was partially offset by the Income budget which was performing well and it was anticipated that the income forecast would be exceeded by year end.

#### 8) Buildings Maintenance

- a) Loft Fire Compartmentation & Insulation (as per Fire Risk Assessment)
  - i. To note that a grant application was submitted to CDC's Community Infrastructure Capital Grant Scheme for a total of £10,000, as approved at the December Parish Council meeting. Following issue of the agenda, the grant application had to be withdrawn as work could not be completed by the grant funder's deadline of 28<sup>th</sup> February. A second round of funding with slighter longer deadlines would shortly be announced and the committee could potentially apply for other GMCC projects.
  - ii. To agree actions and funding should grant application be unsuccessful. The grant fund application was withdrawn as above. Quotes were considered at item (v) below.
  - iii. To approve submission of a Building Regulations application to CDC at an approximate cost of £385 (Paper 3a). APPROVED for this to be actioned, to be funded by the EMR for GMCC H&S.
  - iv. To seek pre-application advice for Listed Buildings Consent application to CDC at an approximate cost of £100. The Committee APPROVED for this to be funded from 20134 licence and lease (legal) budget.
  - v. To review quotes received and select a contractor or agree further actions (Paper 3b). County Insulation quoted £5,630 + VAT for clearing debris and topping up and installation of Fire breaks at £9,850 + VAT, totalling £15,480 + VAT. The Committee APPROVED for £5,480 from GMCC H&S EMR and £10,000 Contingency - to be approved by full Council to cover the costs and instruct County Insulation.
  - vi. To delegate a committee member to work with the Clerking team to progress the project. Cllr Hadley joined the meeting at the point and it was agreed that, as a previous member of this committee, he had the appropriate knowledge of the GMCC to assist with project planning.
  - vii. To review email received from Flat 2 tenant (Paper 3c): The tenant raised concerns about insufficient loft insulation compounded by an unsuitable loft hatch within the second bedroom. They also enquired about arrangements for removal of debris from the loft during the proposed loft insulation project. The Committee agreed to look at either replacing the loft hatch or sealing and make access on the landing to address the tenant's concerns. The tenant to be advised that the contractor had been instructed with an aim to minimise any disruption to tenants.
- b) Works to front of the building following damage by vehicle:
  - i. To note that insurance monies of £630 were received in Oct 2023 and credited to Building Works budget 5030.
  - ii. To approve instruction of WMC Masonry to repair front of building at £250 (Paper 3d) as actioned by Clerk's delegated authority. Work yet to be completed. Noted.

iii. Note that damage to guttering was previously completed at a cost of £380 by Clanfield Guttering as an urgent health and safety matter, approved by Clerk's delegated authority. Noted.

- c) Security light for rear stairwell (Paper 3e): To consider two options quoted and agree suitable unit. The Assistant Clerk to ask an electrician to check the existing bulkhead unit and replace the sensor only, if required, under Clerk's delegated authority.

9) Health & Safety

- a) To approve purchase of 2no. Dorgards for ICT Office at a total cost of £163.98 + VAT. APPROVED under the GMCC Maintenance budget.
- b) To approve purchase of a door closer for fire door for ICT Office at a cost of £25.40 + VAT. APPROVED under the GMCC Maintenance budget.

10) Suppliers & Utilities

- 1) Grundon – to note letter re increase in costs (Paper 4). Noted.

11) Office Equipment

- a) To review options and approve replacement of office landline handsets to provide 3 units (Paper 5). This was APPROVED at a maximum cost of £100 from 1<sup>st</sup> April in the new financial year.

12) Room Hire

- a) To note the Lloyds mobile bank service from the car park will cease in May 2024. Noted.
- b) Room Hire Charges (Paper 6): To consider a review of current charges. It was agreed that these should not be altered at this point.

13) Tenants

- a) To agree a notice period for tenants with Room Licences. As per advice from the solicitor, it was agreed to set this at 4 weeks' notice on either side.

14) Solar Energy: To approve set up of an on-line meeting with Younity (Mid-Counties Co-Operative) with Cllrs Roberts, Hadley and the Clerk to discuss the possibility of a community energy project using solar panels to supply the GMCC building. APPROVED.

Cllr Hicks thanked the office team for their work to maintain the building.

15) Date of Next Meeting: 6pm on Thursday 18<sup>th</sup> April 2024 in the Windrush Room.

There being no further business the meeting closed at 19.04 hours.