

Bourton-on-the-Water Parish Council

Minutes of a meeting of the George Moore Community Centre Committee

held at 6pm on Thursday 27th April 2023 in The Windrush Room, The George Moore Community Centre

Those Present: Cllr A Roberts (Chairman), Cllrs S Coventry, L Hicks, M Macklin and L Wilkins. Cllr B Hadley attended as an ex officio member.

In Attendance: Sharon Henley, 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 26th January 2023. Cllr Macklin abstained as he was absent from the meeting. The draft minutes were APPROVED.
- 4) Opportunity for members of the public to speak on matters on the agenda: None present.
- 5) Matters Arising:
 - i) Title Deed Registration: The solicitor updated that the Land Registry had raised yet another enquiry and he would progress as soon as he could.
 - ii) Water damage to ceiling in Library Office: The roof valleys had been cleared and no further action was required at present.
 - iii) Flat 2:
 1. Works to shower room: Completed by the contractor.
 2. Water leak in bedroom ceiling: This was caused by damaged pipework which had been repaired. The Caretaker treated the damp with stainblock, but due to the tenant's works to the bathroom the painting was still ongoing.
 3. Requests by tenant in respect of works to shower room and bedroom: These had been approved by full Council. The tenant had completed shelving to the side of the shower. Other works were still ongoing.
 - iv) Legionella risk assessment – creation of Policy now actioned and approved by Council.
 - v) Leafblower: The risk assessment was still ongoing.
 - vi) Work required to emergency lighting and other units: Two units were replaced but there was an issue with lights coming on incorrectly in the event of an emergency. To be investigated by the contractor as part of the previous work.
 - vii) Emergency Contacts – checklist and training: Complete.
 - viii) Grundon contract (Paper 1): The current agreement was reviewed and noted.
 - ix) Potholes in gateway: The NHS Trust had completed repairs.
- 6) Fire:
 - a) To review updated Fire Risk Assessment Action Plan (Paper 2a): The following actions were outstanding: Committee Clerk requires fire awareness training, COSHH file to be reviewed by the Clerk, fire compartmentation quotes to be reviewed at this meeting. PEEPs required.
 - b) To consider three quotes for Fire Compartmentation Survey (Paper 2b): The quote from Chosen Fire Protection at £675.00 + VAT was APPROVED for funding by the H&S earmarked reserve.
 - c) To note certificate of 6 monthly fire inspection (Paper 2c). Noted.
 - d) To consider quote by Chosen Fire Protection at £104 + VAT to supply and fit a heat detector in Flat 2 to replace smoke detector (Paper 2d). APPROVED.
- 7) To consider quote from Pete Scarrott for remedial work to stonework on the building at one week's work plus materials, totalling £800. (Original specification at Paper 3). APPROVED.
- 8) Roof Repairs (Paper 4): To consider quotes for lead box gutter replacement. The quote from Heritage Roofing at £375 + VAT was APPROVED.
- 9) Talk Talk (Paper 5): To note price increase March 2023. Noted.
- 10) Health & Safety Inspection (Paper 6): To review outcomes of inspection by Cllrs Roberts and Wilkins and agree further actions: The report was reviewed and it was APPROVED for the Assistant Clerk to action items that could be completed at low cost using Clerk's delegated authority. The Caretaker to complete tasks where possible and in line with health and safety requirements. Cllr Hicks to work with the Assistant Clerk on an Action Plan and update for the next meeting. Contractor quotes to be considered by GMCC or full Council as necessary. A quote to be obtained to undertake gutter clearance.

The Clerk to enquire with the letting agent on standard practice for landlord's inspections for review at the next meeting.

11) Art Display in the Windrush Room: To instruct the Assistant Clerk to arrange the 12 month refresh of the display in collaboration with artists. APPROVED. The Assistant Clerk to ask all existing artists for replacement pictures or to remove artwork which has been on display for the past year. As part of this, to also enquire whether The Cotswold School would be interested in displaying some of their students' work on one wall, either in a temporary loan or with a price for sale.

12) Items to Note:

- a) The Assistant Clerk suggested obtaining a quote for a contractor to clean the upholstery chairs and carpets in the Salmonsbury room and entrance lobby. It was agreed that a quote should be obtained for the next meeting.
- b) Cllrs Hicks and Hadley noted that there have been several enquiries about use of the car park which would require permission from Gloucestershire NHS Trust. The Clerk and Cllr Wilkins to investigate the lease as to what the restrictions are. External organisations to be asked to contact the Clerk with any formal requests.
- c) Cotswold School Library – funding awarded to Bourton Library may be used to create improved facilities to replace the existing provision in the Community Centre.

13) Date of Next Meeting – 6pm on Thursday 20th July 2023 in the Windrush Room tbc.

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 lease terms for two tenants and agree further actions (Confidential Paper 7).

Following discussion, new terms were agreed from contractual dates.

There being no further business the meeting closed at 18.48 hours.