

Bourton-on-the-Water Parish Council

**Minutes of the meeting of the George Moore Community Centre Committee
held in The Windrush Room, The George Moore Community Centre
at 6pm on Thursday 21st July 2022**

Those Present: Cllr B Sumner (Chairman), Cllrs N Randall and A Roberts. Cllr Hadley attended as a non-committee member and did not take part in voting.

In Attendance: Sharon Henley, Clerk

Members of Public: None

- 1) To elect a Chairman. Cllr Roberts proposed Cllr Sumner, seconded by Cllr Randall and APPROVED.
- 2) To elect a Vice Chairman. Cllr Sumner proposed Cllr Roberts and this was seconded by Cllr Randall and APPROVED.
- 3) Apologies for absence: Cllrs M Macklin & L Wilkins.
- 4) Declarations of Interest: There were none.
- 5) To receive and approve the minutes of the meeting held on 28th April 2022. Proposed by Cllr Roberts, seconded by Cllr Sumner and APPROVED as a true record.
- 6) Matters Arising
 - a) Update of room hire terms and conditions ref. use of candles, tealights etc. The documents had been updated and circulated to tenants.
 - b) Actions from H&S inspection: External gas pipes had been marked. The inspection template had been reviewed and would be finalised at the next meeting.
 - c) First aid risk assessment and actions: Training dates were being sought for the Clerk and Assistant Clerk.
 - d) Repair to dry stone wall: These were now complete.
 - e) Lloyds Bank parking agreement: This had been finalised and the payment received.
 - f) Replacement light at The Cottage: Work was now complete.
 - g) Removal of compound fencing: Work was now complete.
 - h) Title Deed Registration: Cllr Sumner reported that the application for registration needed to be re-submitted. The solicitor advised that the process should be complete by the end of August.
 - i) DSE assessments: These were completed by the Clerk, Assistant Clerk and Finance Officer as part of the H&S inspection requirements and there were no matters to report.
 - j) Staff fire training: The date had been confirmed for 9th September but it would not be possible to offer spare places to councillors until nearer the time.
 - k) The annual PAT testing had been completed
 - l) Investigation on viability of solar panels: CDC's Head of Climate action had been unable to obtain any feedback from the Co-Op but would pursue the matter in due course.
- 7) Fire Risk Assessment Action Plan
 - a) Update on completed actions (Paper 1). The Induction checklist had been completed as per item c. Fire Awareness training was complete and Fire Warden training ongoing. Fire stopping works by the contractor would be completed after removal of the boilers in the basement. The outstanding actions to be listed for the next agenda.
 - b) To note that fire extinguisher training is booked for 9th Sept. (as reported under matters arising).
 - c) Induction Checklist paper 1b. APPROVED subject to numbering being corrected.
- 8) Lighting Conductor Testing:

- a) To review advice received from insurance company (Paper 2a) This was reviewed and noted and it was agreed to repair the existing equipment.
 - b) To review test results from OmegaRed (Paper 2b). These were noted.
 - c) To review two quotes for remedial work and determine further actions (Papers 2c & d). Two quotes were considered and it was agreed to recommend the quote from PTSG at £1,846.80 + VAT for Council approval for payment from the GMCC Health and Safety Earmarked Reserve. Proposed by Cllr Sumner, seconded by Cllr Randall proposed and APPROVED.
- 9) Asbestos Survey:
- a) To review survey and findings (Paper 3a) The Clerk reviewed the Asbestos Register and recommendations. In addition to removal of the basement boilers, the contractor had been asked to quote for all remedial works, the majority of which were labelling. The contractor recommended that the gas meter in the basement was labelled.
 - b) To review related quote from Smiths of Gloucester for asbestos survey remedial works and removal of basement boilers (Papers 3a, b & c) £1,588.79 + VAT. This quote compared favourably with the previous quote so Cllr Sumner proposed and Cllr Randall seconded that this was APPROVED for funding by the GMCC Maintenance budget.
- 10) Legionella
- a) To review guidance note from HSE (Paper 4a) and information on checks to date (Paper 4b). This was reviewed and it was agreed to instruct a Legionella risk assessment.
 - b) To review three quotes for a legionella risk assessment (Papers 4c, d & e) and determine further actions. Following consideration Cllr Sumner proposed, Cllr Roberts seconded and it was APPROVED that the quote from Primary Water Solutions £420 + VAT was accepted, providing this included all outbuildings on the site. Otherwise the Clerk to consider the alternative quotes as her discretion. For recommendation to full Council for funding by the GMCC H&S Earmarked reserve.
- 11) Utilities & Office Equipment:
- a) To review final quote from Sharp for photocopier rental at £33 per month for a five year contract from October 2022 (Paper 5). This was confirmation of the final cost as the contractor had already been selected. The quote was proposed by Cllr Sumner, seconded by Cllr Roberts and APPROVED.
 - b) Broadband and phone contract – to review advice from Focus (Paper 6a) and option for 12 month contract with TalkTalk at £23.95 per month (Paper 6b). It was agreed that the cheapest option would be to take out a 12 month contract with Talk Talk. Proposed by Cllr Roberts, seconded by Cllr Randall APPROVED.
 - c) To note proposed contractor increase on cleaning costs. There had been no written confirmation of an increase. The Clerk to bring contract details and a schedule to the next meeting for review.
 - d) To note advice on price increase from Initial (Paper 7). A 3.2% increase was noted.
- 12) Room Hire Rates: To review comparative information on local rates, information on approximate energy costs and recommendations from the Assistant Clerk (Papers 8a, b & c). The committee DEFERRED a decision on a possible increase in room hire rates until the next meeting.
- The Assistant Clerk had highlighted a query on the wording of the hirers' agreement where responsibility for the premises in total were referred to rather than just the hired and communal areas. It was agreed that the wording should be changed as per the recommendation.

- 13) To determine the committee's policy on lending out of tables and chairs to outside organisations. As there was no policy in place it was agreed that the Assistant Clerk should prepare a form for those borrowing items to sign. This should require them to agree that the borrower should pay for any losses, cleaning, damage or repairs required.
- 14) Electrical Vehicle Charging:
 - a) To note current lease terms for the car park (Paper 9a). This was noted.
 - b) To note quote for EV charging points and discuss routes of further investigation (Paper 9b). It was agreed that enquiries should not be progressed until matters were finalised with the Land Registry.
- 15) To review request from the Getting Connected Group to use the Salmonsbury Room free of charge for ten weekly sessions in September and October (Paper 10). The committee agreed to this request, providing the sessions took place at a time when the room was unlikely to be hired, possibility on Tuesday evenings. Flexibility would be required if a paying hirer requested the room then a free of charge session may need to be rescheduled. The committee requested a 'pilot' of the sessions was run for one month to determine uptake.
- 16) To consider purchase of stone chipping for area to the rear of The Old Chapel at an approximate cost of £143.09 (Paper 11). Proposed by Cllr Sumner, seconded by Cllr Randall and APPROVED.
- 17) To note new ACRE grant funding for community buildings will be available shortly [ACRE](#). This was noted.

The Clerk advised that the Accessibility Audit from the Dementia Action Alliance had been received and had been added to Dropbox for information as it related to the Community Centre. The audit would be discussed by the Youth and Wellbeing Committee.

- 18) Date of Next Meeting – 6pm on Thursday 13th October 2022.

Owing to the amount of business on the agenda it was agreed to discuss the possibility of meeting every two months at the August Council meeting.

There being no further business the meeting closed at 19.12 hours.