

Bourton-on-the-Water Parish Council

Minutes of the meeting of the George Moore Community Centre Committee held at 6pm on Thursday 28th April 2022 in the Windrush Room, The George Moore Community Centre

Those Present: Cllr B Sumner (Chairman), Cllrs N Randall, A Roberts and L Wilkins. Cllr Hadley attended in a non-voting capacity.

In Attendance: Sharon Henley (Clerk/RFO)

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 17th February 2022. Proposed by Cllr Roberts, seconded by Cllr Randall and all APPROVED as a true record.
- 4) Matters Arising
 - a) The Cottage automatic door closer - work has been completed.
 - b) Dual fuel electricity contract. Council gave the Clerk delegated authority to accept the most beneficial tariff as the Smartest energy tariff was withdrawn before take-up. The British Gas Energy Lite tariff will commence from 1st Dec.
 - c) Title Deed Registration: Cllr Sumner advised that the solicitor was sending an amended Consent form to the Gloucestershire Health Trust to sign and return in order to comply with the Land Registry requisition.
- 5) Fire Risk Assessment Action Plan
 - a) Update on completed actions (Paper 1a). The Clerk circulated an updated spreadsheet and this was noted.
 - b) Lighting Conductor Testing: The test had been completed. The quote for remedial actions from PTSG Electrical Services at £882.82 (Paper 1b) was APPROVED. To be funded from the GMCC earmarked reserve.
 - c) Room Hire Terms & Conditions: Review advice from fire risk assessor on use of tealights/candles etc and determine suitable wording for final document (Paper 1c). The insurer had agreed that it would be unreasonable to ban the use of candles on birthday cakes and similar. Therefore, in accordance with the advice from the Fire Risk Assessor it was agreed to adjust the risk assessment to allow the use of candles and tealights. Hirers would be required to constantly monitor any candles or tealights once lit and ensure they were fully extinguished before leaving the room. This wording to be added to Hirer documentation so all were aware.
It was also agreed that all new leases should include a warning about use of naked flames.
 - d) Asbestos Survey: Two quotes for a management survey were reviewed (Paper 1d) and the quote from Smiths (Gloucester) Ltd at £795.00 + VAT was APPROVED. The Clerk to request the company to also quote for removal of the boilers in the basement.
- 6) Annual Health and Safety Inspection 26th April (Paper 2). This was completed by Cllrs Roberts and Wilkins. The two main actions, the marking of external gas pipes with tape and replacement of the external no smoking sign at the library end to be completed by the Caretaker. The Clerk to update the inspection template to ensure it is more relevant to the site.
- 7) Statutory Health & Safety Checks:
 - a) The list of checks in Paper 3a was reviewed and the committee provided pre-approval for the Assistant Clerk to book in works across the financial year in accordance with budgetary provision. This was to ensure compliance with Financial Regulations.

- b) Landlord's Gas Safety Certificates (Paper 3b): It was noted that boiler servicing and certificates were completed on 4th April.
- 8) First Aid Risk Assessment (Paper 4): The Clerk had completed an assessment for the Centre as per the Health & Safety (First Aid Regulations) 1981. It was recommended that provision should be made that staff, councillors and members of the public were covered by first aid provision. The HSE recommended provision for member of the public visiting the building, although this was not a legal requirement. The Clerk, Assistant Clerk and possibly the Caretaker to attend a one day first aid course with Cotswold First Aid at £75 per person, the certificate lasting 3 years. It was agreed to present this to full Council for approval. Once training is completed, the Assistant Clerk to insert wording into the hirers' documents to advise them to have their own first aiders as trained staff would only be on site during office hours.
- 9) Repair to dry stone wall: Two quotes were reviewed and it was agreed to accept a quote for £200 from Paul Rigby, subject to suitable insurance documentation, to be funded from the GMCC Maintenance budget.
- 10) Lloyds Bank Parking Agreement (Paper 6): The renewal terms and conditions from expiry on 23rd May 2022 were discussed. The current arrangements are for Mondays from 10am-12.30 on a fortnightly basis. As the previous licence fee of £1,000 per annum had been based on 3 visits per week it was agreed to request £500 per annum, to be invoiced by BoWPC on a six monthly basis.
- 11) To consider request from GCC/NHS tenants to display a recruitment banner. (Paper 7) It was agreed that this could be displayed on the gate for one month.
- 12) Utilities & Office Equipment (Paper 8)
- a) Phone: Talk Talk had advised of a price increase of £2.50 per month. In a separate letter, Focus advised on changes to Openreach where traditional network services would be phased out Dec 2025. Although it was understood that the Openreach work was currently on hold the Clerk to ask Focus to look at cost reduction opportunities.
 - b) Grundon advised of a 3% rise on waste collection costs.
 - c) Smartest Energy advised of an increase of 0.49p/kWh on electricity until the end of contract. The Clerk to check the tariff terms as the committee understood the current tariff was a fixed rate.
 - d) Apogee advised of a 5% increase on charges.
- 13) Room Hire Rates: The possibility of increasing rates during the year was discussed, particularly in relation to rising utility costs. Rates had not been increased last year to support hirers post pandemic but were usually reviewed every October. The Assistant Clerk to check rates charged by comparable local halls and create a table for discussion at the July meeting. In addition, information on the cost of heating the rooms for hire to be available at that meeting so that a decision on a possible rate increase in October could be made.
- 14) The Cottage: A quote from Cotswold & Vale at £211.44 plus VAT to replace office light for Kate's Home Nursing was APPROVED. The contractor to be requested to provide a breakdown of the labour and materials for the invoice and for future quotes.

The Clerk reported the following items which were noted:

- a) Quotes had been received for further Fire Risk Assessment actions and these were added to the May Council agenda.
- b) Inspection and testing of fire equipment had been completed and reports were in Dropbox.
- c) During the above inspections the following recommendations were made:
 - o Purchase of two mains powered carbon monoxide alarms in flats 1 and 2 - quote for approval at Council meeting.

- A battery carbon monoxide alarm in the Flat 1 required replacement and in addition to fit an alarm near each gas boiler in the building. Four had been ordered by Clerk's delegated authority at £42.89 + VAT.
- d) There had been further criminal damage to the compound fencing. This was reported to the police who recommended removing the fencing and fitting plastic spikes to the top of the remaining fenced panels. A decision to be taken at the Council meeting.

Items for next meeting

- Electrical car charging and funding for it.
- Solar panels on Co-Op and purchase of energy for GMCC use. To determine whether this can be done or is this still possible.

15) Date of Next Meeting – 6pm on Thursday 21st July 2022.

There being no further business the meeting closed at 19.00 hours.