

Bourton-on-the-Water Parish Council
Minutes of a meeting of the George Moore Community Centre Committee
held at 4pm on Thursday 17th February 2022
in the Salmonsbury Room, The George Moore Community Centre

Those Present: Cllr B Sumner (Chairman) Cllrs A Roberts, N Randall, L Wilkins and B Hadley (ex officio)

In Attendance: Sharon Henley, Clerk

Members of Public: 0

- 1) Apologies for absence: Cllr M Macklin.
- 2) Declarations of Interest: There were none.
- 3) To receive and approve the minutes of the Extraordinary GMCC Committee meeting held on 23rd November 2022. Proposed Cllr Randall, seconded Cllr Roberts and unanimously APPROVED.
- 4) Matters Arising
 - a) Quote for replacement windows: The quote had not been received from the contractor but it was not planned to progress this project during the next financial year so it was agreed not to follow this up at present.
 - b) Title Deed for the GMCC: The solicitor advised that the application to the Land Registry was still pending.
 - c) To note advice from Savawatt on fridge device: The company had advised that their controls were recommended for use in non-domestic setting because the financial savings were greater. As the application was for domestic fridges it was agreed not to progress.
- 5) The Cottage:
 - a) To note progress with work on locks. The electronic door closer has been removed. The mortice lock and digilock had been fitted but the locksmith was unable to fit a new automatic door closer, as previously quoted. The company who had removed the original electronic door closer had quoted as per (b) below.
 - b) Auto Door Closer: The quote from ASG for installation of a new closer at £455.67 (Paper 1) was proposed, seconded and APPROVED. To be further approved by Council for funding by Earmarked Reserves.
- 6) Electricity Contract: Options had been discussed at the Council meeting and the Clerk confirmed that there was no early opt-out mechanism from these tariffs. Updated options were reviewed and it was proposed, seconded and APPROVED to take up a 3 year contract with Smartest Energy from 1st December 2022.
- 7) Photocopier: The Clerk confirmed that the current service agreement was set to terminate on 8th October and the scanner facility had been fixed. The contract to move to the new supplier as from the date was agreed. If the old machine broke down and replacement parts could not be obtained the contract would be moved at that point to Sharps.
- 8) Fire Risk Assessment Action Plan (Paper 3a)
 - a) The following quotes were considered, for further approval by full Council, to be funded by Earmarked Reserves.
 - i) To note that a thumbturn lock was installed on GCC accommodation by Armadillo locksmiths whilst on site at an approximate cost of £30. Item 2.2 on Fire Risk Assessment Action Plan. Noted that this was approved under clerk's delegated powers when the contractor was on site.
 - ii) Installation of 1 no. emergency bulkhead light fitting at the bottom of the basement steps by Cotswold & Vale at £245.96 + VAT (Paper 3b). Item 2.3 on FRA Action Plan. APPROVED.

- iii) Quote for additional items identified by Cotswold & Vale during site visit: Replace existing floodlight above fire exit door to outside, adjacent to basement steps, as faulty. Replace faulty motion sensor controlling the bulkhead light located above the basement steps. Cotswold & Vale £238.15 + VAT (Paper 3c). APPROVED.
- iv) Dorgard Fire Door Retainers 4 no. Required at a total cost of £392.60 + VAT. Flat 1 x 2, Room 2, AC Office (Paper 3d). Item 5.2.4 on FRA Action Plan. APPROVED.
- v) On-line Fire Safety and Fire Warden Training (Paper 3e). Item 5.9.3 on FRA Action Plan. Two training courses each for 3 members of staff at £15 each, totalling £90.00. APPROVED. In addition, the Clerk to source a quote for practical fire extinguisher training to which all staff, tenants and councillors would be invited.
- vi) Inspection & Testing of Lighting Protection: (Paper 3f). Item 5.11.3 on FRA Action Plan. Two quotes were considered and the Clerk to check with PTSG whether their quote of £142.00 + VAT included providing roof access. For approval by full Council if the quote includes this element of work.
- vii) Room Hire Terms & Conditions: Review updated document for 2022-23 (Paper 3g). Item 5.1.4 on FRA Action Plan. The updated document included the recommended wording on use of naked flames, smoke, candles, tealights etc. It was noted that these items were in use by some hirers. The Clerk to check with the insurer on whether this would be covered under the policy. To be reviewed at the next meeting.
- b) To review B & C rated items on Fire Risk Assessment Action Plan (Paper 3a). The Clerk and Assistant Clerk to progress all items on action plan and report back to subsequent committee meetings.
- c) To make arrangements for the annual Health and Safety inspection to be carried out at GMCC by committee members. Cllr Hadley to provide previous template documents to the Clerk for review. Cllrs Sumner, Wilkins and Roberts to complete the checks on Monday 4th April at 10am.
- 9) To receive an update on the Windrush Room Art Display (action from 29th July minutes). Cllr Sumner discussed the current arrangements with an artist and it was considered best to continue with the existing arrangements.

Other Items Discussed:

The government had withdrawn Covid restrictions relating to the GMCC and the Assistant Clerk to update the hirer's risk assessment accordingly. Maximum occupancy room numbers to be returned to their pre-Covid levels and hirers to be advised of the requirement to conduct their own risk assessments to ensure the safety of attendees at their individual events.

The building had been listed in the Emergency Plan as being available for use during an emergency. It was confirmed that a standalone generator was available for temporary emergencies. Full availability of power to the building would be subject to it being supplied by government agencies.

- 10) Confidential Session:
 - a) 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 commercial leases. As such, the press and public are excluded from this part of the meeting. APPROVED.
 - b) To consider request in connection with Flat 1. The Committee APPROVED a request from the tenant regarding the deposit.

- c) Update on new tenancy of The Old Chapel. The new tenancy had started in December and the tenant had installed some new equipment. The Clerk to arrange for the Committee's H&S Inspection on 4th April to include a visit to The Old Chapel.

11) Date of Next Meeting – Thursday 28th April 2022 at 6.00pm.

There being no further business the meeting closed at 17.05 hours.