

Bourton-on-the-Water Parish Council
Minutes of the meeting of the Community Centre Committee
held in the Windrush Room at 6pm on Wednesday 26th September 2022

Those Present: Cllr B Sumner (Chairman until 18.55 hours), Cllr A Roberts (Vice Chairman and chaired the meeting from 18.55 hours), Cllrs N Randall, M Macklin and L Wilkins.

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 21st July 2022. APPROVED.
- 4) Matters Arising
 - a) Title Deed Registration: Cllr Sumner updated that there had been no further progress and the solicitor would advise as soon as possible.
 - b) Staff fire training: The Clerk, Assistant Clerk and Caretaker had completed the online Fire Awareness and Fire Warden Training. The Fire Extinguisher practical training had been completed for all staff, Cllrs Hicks and Sumner and tenants.
 - c) Work on lightning conductor: The contractor made two further site visits and had issued a 'satisfactory' certificate. The date of re-test was shown as March 2023 but the committee agreed to review this in due course.
 - d) Boiler removal and asbestos survey remedial works: This was complete. The Caretaker had highlighted the plinth edges in the basement with white paint for safety reasons.
 - e) Legionella risk assessment: This was scheduled with the contractor for Friday 7th October.
 - f) Getting Connected Group – room hire: Funding for the classes was obtained from an external organisation and the Tuesday morning sessions had started.
 - g) Stone chippings for rear of The Old Chapel: Completed by the Caretaker.
- 5) Fire Risk Assessment Action Plan: The Clerk updated on completed actions and further actions required (Paper 1). Anything outstanding to be completed in due course.
- 6) Room Hire Rates: To review comparative information on local rates, information on approximate energy costs and recommendations from the Assistant Clerk (Papers 2a, b & c). The Clerk advised on current utility tariffs. Following discussion it was agreed to an increase of £1 per hour on all rates, except the rate for non-residents hiring the main hall which would be increased by £2 to £15 per hour. Use of the Café to remain at £5.00 p/h. The rates to be applied to all new bookings with immediate effect and on any continuation bookings from January 1st 2023. Item 15 was also discussed at this point.
- 7) Licence for Room 1, expiry 30th Nov: The tenant had been asked whether they wished to renew but had not advised of a decision. The Clerk was asked to make the local police inspector aware of the possible expiry of the lease. If the tenant wished to renew the Clerk was given delegated authority to arrange for issue of a new license at a 5% increase. The Library had expressed an interest in sharing the facility if the opportunity was available.
- 8) To review current cleaning contract and determine any further actions required (Paper 3) The Clerk met with the contractor to review what was currently being done under the contract dated February 2020. Following the meeting the contractor made additional visits to address issues discussed. It was agreed to make adequate allocation in next year's budget for the current level of cleaning.
- 9) Library: To discuss the following ideas for funding by the Library:

- a) Sensory garden: The Clerk to request that the Library staff supply further details on a plan, design and costings. Concerns were raised with the level of anti-social behaviour on that part of the site.
 - b) Use of Police Point: It was agreed to defer this discussion until after the tenant had advised on the renewal of the room license.
 - 10) Replacement Light in Corridor: To review quote from Cotswold & Vale at a cost of £208.97 + VAT (Paper 4) APPROVED.
 - 11) Pothole in Gateway: The Clerk to seek a quote and request that the Doctors' surgery share the costs. The Clerk was given delegated authority to instruct a contractor up to £500 with care taken to ensure that access was maintained during the work.
 - 12) Flagpole: To discuss a proposal by Cllr Randall to install a flagpole on the building. It was agreed to progress this further in order to have a flagpole on the building or on the grass outside in time for the Coronation. Cllrs Sumner and Randall to obtain information for review at the October Council meeting.
 - 13) Budget:
 - a) To review expenditure to date (Paper 5a)
 - b) To discuss requirements for 2023-24 for Council Budget Meeting (Paper 5b). Following discussion it was agreed to submit a draft figure of £21,500, to include installation of a flagpole.
 - 14) Health & Safety Inspection Template (Paper 6): This document was APPROVED following one amendment.
- Cllr Sumner left the meeting at 18.55 hours and Vice Chairman Cllr Roberts chaired the remainder of the meeting.
- 15) Room Hire Terms & Conditions (Paper 7): To agree amendment in respect of fire arrangements. It was agreed to amend the document to reflect new arrangements that hirers were now responsible for keeping attendance records for use in the event of an emergency evacuation.
 - 16) Date of Next Meeting – 6pm on Thursday 10th November 2022. It was agreed to start the meeting at 5pm. As Cllr Macklin would not be able to attend the next few meetings it was agreed that temporary co-option of a new committee member should be added to the Parish Council meeting agenda.
- Cllr Randall requested that an item on awareness of the government policy on provision of Warm Spaces was added to the Parish Council meeting agenda.

There being no further business the meeting closed at 19.03 hours.