

NOTICE OF BUILDING AND GROUNDS COMMITTEE MEETING

I hereby give notice that the meeting of the Building and Grounds Committee will be held in Brockworth Community Centre, on **Wednesday 19th June 2019 at 7.00 p.m.**

The following Members of the Committee are hereby summoned to attend for the business of considering and resolving upon the matters as set out below; **Cllrs. Chris Evans, Louise Gerrard, Pete Kotwica, Scott McNeill, Jason Mills, Harley Morris, Sue Neal, Sara Stevens, Wayne Stevens**



Clerk to the Council
13th June 2019

Fire procedure to

In the event that the continuous alarm sounds you must evacuate the building by the nearest available fire exit. The nearest is at the bottom of the stairs and turn left. Members and visitors should proceed to the assembly point which is at the back of the building next to the MUGA.

All Visitors and members should await further instructions and please do not enter the building.

AGENDA

- 01/BG TO ELECT A CHAIR OF THE COMMITTEE FOR THE ENSUING YEAR**
- 02/BG TO ELECT A VICE CHAIR OF THE COMMITTEE**
- 03/BG TO RECEIVE APOLOGIES FOR ABSENCE**
- 04/BG DECLARATIONS OF INTEREST**
Members are invited to declare any interest they may have in the business set out on the Agenda to which the approved Code applies.
Members are reminded that they should, at all times, observe the Code in carrying out their duties and that they signed such an undertaking in their Declaration of Acceptance of Office.
- 05/BG 15 MINUTE TOUR OF THE BUILDING**
- 06/BG BUILDING MATTERS**
1. To receive the building report (attached)
 2. To receive statements summarising profit & loss and running costs of the Community Centre (attached)
 3. To receive a summary of income and expenditure for the coffee shop (attached)
 4. To discuss any Health and Safety Issues
 5. To discuss hire costs of rooms and lettings of offices (attached)

6. To discuss maximising the Community Centre's revenue potential
7. To receive and discuss Premises Licence (including alcohol licence) for the Community Centre (attached)
8. To receive a verbal report from the Community Centre's Administrator.
9. To discuss optimising parking at the Community Centre

07/BG

BURIAL GROUND MATTERS

1. To receive the tree maintenance report for the Burial Ground (attached)
2. To receive the quotes for the tree maintenance works on the Burial Ground
3. To receive Burial Ground updates from the Handyperson (attached)
4. To receive an email from a resident regarding Brockworth Burial Ground (attached)
5. To receive a request for a bench at Brockworth Burial Ground (attached)
6. To receive the Burial Ground Rules (attached)
7. To receive a current Burial Ground layout (attached)
8. To receive Burial ground help sheets (attached)

08/BG

PARKS AND OPEN SPACES MATTERS

1. To receive the tree maintenance report for Pound Farm Playing Field (attached)
2. To receive the quotes for the tree maintenance works on Pound Farm Playing Field
3. To receive Play Park updates from the Handyperson (attached)
4. To receive an email from a resident regarding the vegetation on the nature reserve (attached)
5. To receive a letter from a resident regarding having bee hives at the Nature Reserve (attached).
6. To receive an email from a resident regarding the fun fair at Mill Lane Playing field (attached)
7. To receive a request from Danter's funfair for the use of Mill Lane Playing field in 2020 (attached)
8. To review park maintenance requirements and to receive a list of all parish council owned play equipment. (attached)
9. To receive a list of grassed areas maintained by Brockworth Parish Council (attached)
10. To receive a map of dog, litter and grit bins (attached)
11. To receive an email from TBC regarding an overgrown tree in Mill Lane Playing Field (attached)

09/BM

DATE OF NEXT MEETING

17th July 2019