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## MINUTES OF THE BUILDING & GROUNDS COMMITTEE HELD ON WEDNESDAY 12<sup>TH</sup> AUGUST 2020, 7PM ONLINE

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- 1. Welcome from the Chair of the Committee**  
The chair welcomed everyone to the meeting
- 2. Attendance of Councillors to be recorded**  
In attendance: Cllrs Sara Stevens (Chair), Wayne Stevens, Tracey Poulton, Debbie Harwood, Louise Gerrard,
- 3. To receive and record any apologies for absence**  
Apologies were received from: Cllrs Nadia Johns and Charlotte Parry (personal)  
Absent: Cllrs Chris Evans and Jason Mills
- 4. To record any declarations of interests on matters on the agenda**  
No declarations of interest were made
- 5. To receive any public representations at the discretion of the Committee Chair**  
No public representations were received
- 6. To approve the minutes of the Building & Grounds Committee held on 8<sup>th</sup> July 2020**  
The minutes of the Building & Grounds Committee held on 8 July 2020 were proposed by Cllr Gerrard and seconded by Cllr Harwood and unanimously APPROVED
- 7. To discuss business relating to the Community Centre**
  - (a) The Building Managers report was NOTED and the Clerk provided an update on returning hirers and new hirers that have booked sessions with us
  - (b) The Clerk outlined the need for a large portable projector screen for use in the Community Centre and it was proposed by Cllr S Stevens, seconded by Cllr Poulton and unanimously AGREED to purchase a large projector screen for use in the main hall upto a value of £250
  - (c) The Clerk has circulated potential dates for the Community Centre Working Group and spoken to GRCC about the support available to develop a business plan for the community centre
  - (d) It was NOTED that the Clerk and Building Manager are undertaking a review of Community Centre fees & charges, booking policies and terms & conditions for future consideration by the committee.
- 8. To discuss business relating to Parks and Open Spaces**
  - (a) To consider and approve a policy for the hire and use of public open space and sports pitches and associated fees and charges  
The Clerk outlined the background to this policy and confirmed that the football club had been consulted in its development. It was proposed by Cllr S Stevens, seconded by Cllr Harwood and the Hire and use of public open space policy (and associated fees) were unanimously APPROVED. The policy will now be advertised and users notified that the policy will take effect from 1<sup>st</sup> September.

A request to use Mill Lane for a 3 week period in September for a large event has been received. It was agreed that the Clerk would undertake further research, circulate this to the committee and if necessary call an extraordinary meeting to discuss the event further and any associated fees.

- (b) To consider quotations for installing signage to reduce litter

The Clerk outlined quotations for new litter signage and it was proposed by Cllr W Stevens, seconded by Cllr Gerrard and unanimously AGREED to purchase and install 6 signs and the Clerk would notify committee members of the proposed locations.

- (c) The latest play area inspection report was NOTED

- (d) The H&S risk assessments for Council Outdoor sites were considered and NOTED

- (e) To receive an update on the Mill Lane Improvement Working Group

Following a site meeting by the working group on 29<sup>th</sup> July, the Clerk circulated a collated list of the suggestions for site improvements for prioritisation and to agree next steps by the Committee. It was AGREED to circulate the list to Cllrs for them to prioritise and discuss further and agree at the next committee meeting.

**9. To discuss business relating to the Allotments**

- (a) There were no allotment issues to report

**10. To discuss business relating to the Burial Ground**

- (a) There were no burial ground issues to report

- (b) To receive an update on the Cemetery Improvement Working Group

Following a site meeting by the working group on 4<sup>th</sup> August, the Clerk circulated a collated list of the suggestions for site improvements for prioritisation and to agree next steps by the Committee. It was AGREED to circulate the list to Cllrs for them to prioritise and discuss further and agree at the next committee meeting.

**11. To receive any financial reports relating to the work of the committee**

The budget monitoring report for Buildings and Grounds was NOTED

**12. To receive a verbal report from the Clerk on any urgent correspondence concerning the work of the committee**

The Clerk reported that a large Willow tree had fallen adjacent to the cemetery and Brook and that its safe removal had cost approx. £2500.

It has been reported to the Clerk that a dog waste bin needs replacing at the entrance to the Shell Land, the Clerk would obtain quotations and report back to the next committee meeting. The Clerk was asked to explore replacing dog waste bins with dual bins and new dog fouling signage with Tewkesbury Borough Council.

**13. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was resolved to exclude the public and press from the remainder of the meeting to protect the confidential nature of the business to be transacted.**

**14. To discuss community centre rents**

The Clerk reported to the Committee the issue of outstanding rents for the Community Centre and the steps being taken to ensure repayment of any arrears. The Committee re-confirmed its decision to allow the boardroom to be put on a long term lease from the 1<sup>st</sup> October and for the upstairs offices to be redecorated by the tenant.

**15. The date of the next Building & Grounds Committee to be held on Wednesday 9<sup>th</sup> September 2020 at 7pm online via ZOOM was NOTED**

The meeting closed at 8pm