

MINUTES OF BUILDING AND GROUNDS COMMITTEE MEETING

held in Brockworth Community Centre, on **Wednesday 18th September 2019 at 7.00p.m.**

1.	Welcome from Chair of Committee
2.	Attendance recorded as Councillors' Chris Evans Sara Stevens (Chair), Wayne Stevens, Louise Gerrard, Sue Neal and invited Administrator/Receptionist. 2 members of the public attended on behalf of Brockworth Youth Trust Not present: Councillors' Pete Kotwica, Scott McNeill, Harley Morris, Jason Mills, An additional member of the public attended at 19.43pm
3.	No apologies were received for absence
4.	There were no declarations of interests on matters on the agenda
5.	Public session at the discretion of the Committee Chair. 2 members of the BYT attended and gave an update on the BYT as invited by Committee. It was stressed that the Building and Grounds Committee would like to see the accounts for the financial year 2018/19 to support any grant requests, also a signed copy of the Service Level Agreement has been requested. A meeting was requested with representatives of the Building and Grounds Committee and BYT Trustees including Trustee responsible for the financial reports. Public session closed at 19.26pm
6.	Approved draft minutes of meeting held on 21 st August 2019 with an amendment to apologies received from Councillor Neal and the minutes of June 2019 which were then duly signed
7.	Building Matters
a	Committee did not receive a report from the Handyman's for Buildings. Committee would like a monthly risk assessment of the community centre providing a summary of the daily monthly risk assessment which the Building Administrator will manager. Building Administrator will provide a monthly report of repairs to Meeting Administrator for including on future agendas On 4 th October a Risk Assessment to be done by outside Contractor.
b	Committee received update on review room letting/hire costs from the Community Centre Administrator.
c	Committee discussed Brockworth Youth Trust Service Level Agreement – Committee considered this item under confidential business due to sensitive financial information. All non-Committee members (other than Meeting Administrator) left the room. Further advice being sought. Following the receipt of accounts, a meeting will be requested with the Trustees and Chair of B & G (SLA), Chair of Finance (Financial scrutiny)and Chair of Community (Grant responsibility) Committees and a member of staff to record minutes.
d	Member of the public and CC Administrator returned to the room. Committee discussed update of funding and purchased equipment for save a life and other classes run through GCC Grant Monies- Clerk to confirm ownership of equipment until project is finished- noting that Handyman delivers this course- HR to agree payment
e	Committee discussed current telephone/internet service provider-schedules provided
f	Committee discussed Kitchen Dishwasher hire contract- 3 quotations for commercial dishwasher to be obtained by CC Administrator and current contract review (Councillor McNeill)- bring to committee next meeting
g	Committee confirmed additional entrance key fobs have been ordered and are waiting delivery- CC Administrator
h	Committee received update on relocation of CCTV cameras – approved and to be actioned
i	Committee discussed cost of pump in grounds- brought forward from previous meeting (AVT contractor services the pump as they installed it. Another contractor deals with the emptying) – Refer to Finance committee
j	Committee received update on printer rental costs and agreed further action -noting advice on usage- 2 printers not to be used, one of which to be stored immediately. 2 nd one to be stored

	after Clerk has purchase a good quality wireless mono printer purchased for Clerk's office within budget of £350. Clerk to confirm termination clause to avoid any penalty
k	Committee agreed CC Administrator to obtain 3 quotations for installation of panic button in reception area which will be linked to police.
l	Committee considered re-location of staff within the Community Centre. Agreed for Clerk to move into the "back" meeting room, CC Administrator and Assistant Clerk into current TBC room and TBC into current Reception Room. Chairman's Office to be used as a Councillors resource room. Locate the laptop that was purchased end of 2017 for minute taking. Use of the older "Black" lap top with a memory stick will be provided for Handyman and handyman to use in the new TBC office area as a hot desk. Clerk to obtain 3 quotations for moving IT and the offices. Bring to next meeting with view of move being completed by end of October.
m	Committee authorised annual service for Clock in line with previous years
n	Committee considered "sharp bins" – referred to Highways, Planning and Environment committee
o	Committee agreed PAT testing system to be outsourced to Elesafe Uk Ltd agreed and to sell PAT testing kit. CC Administrator to arrange
p	Committee considered including kitchen hire within hire of rooms with a specific £50 deposit as part of the hire contract. Specific equipment that is broken such as a Fridge/Dishwasher would be invoiced separately. Review of booking form to be undertaken. Camera for kitchen area to be installed at same time as CCTV – possible upgrade quotation to be requested by Councillor Harwood and bring back to Committee Committee to agree which 2 cupboards to be made available following consultation with staff and Councillor Gerrard.
8.	BURIAL GROUND
a	Committee received and considered Handyman's up to date Burial ground report
b	Committee discussed confirmed wheelie bin has been arranged for Burial Ground (Councillor Harwood to carry forward to next meeting)
c	Committee received update regarding lighting in Burial ground- Councillor S Stevens- carry forward to next meeting
d	Committee discussed s106 monies applicable to Burial Ground- link to lighting - see above
e	Committee received update on Bench for Arthur Speckman (Councillor S Stevens). Waiting for delivery information from resident
f	Committee discussed request from resident (IE) and resident from last meeting. After referring to Burial Ground policy. Clerk to respond referring to policy and stating if there is room within the Burial Ground, their request will be approved at the appropriate time
g	Committee considered Burial Ground policy with a view of standardising responses- cfwd
9.	PARKS AND OPEN SPACES
a	Committee received and considered up to date Parks report from Handyman
b	Committee discussed overgrown strip in Green Street. Clerk to ensure big cut in October is carried out by regular contractors.
c	Committee agreed a "Shell Land" working group – cfwd -
d	Committee received report from Councillor Wayne Stevens regarding "Community Clear Up" working group and to agree areas of village that require attention- cfwd
e	Committee discussed Danters Fun Fair- Councillor G Evans- Clerk to send letter saying Committee will discuss at next meeting
f	Committee discussed kissing gate entrance to Shell Land. Clerk to contact PROW team to see if gate can be updated as it is dangerous when used by large number of public. Cfwd to Planning, Highways and Environment Committee to discuss with PROW
e	Committee discussed update on lease for Nature Reserve on Green Street. Lease can be renewed for 10 years – Clerk to liaise with TBC and to bring forward to next Full Council
f	Committee agreed Bee- keeping at Nature Reserve subject to new lease. No clause necessary in new lease as TBC is in agreement with principal.
g	Committee discussed update on security options and quotations for entrance to Mill Lane playing fields (Councillor W Stevens). Budget to be set for 2020/21 financial year in the sphere

	of £20k. Grants may be available from Crime Prevention teams. Bring forward to October meeting.
h	Committee to considered fly-tipping around Village (agreed to refer to Planning, Highways and Environment Committee overlap)
h	Committee discussed overgrow areas owned by TBC, Schools and Highways and standardised letter to overgrown hedges available- Councillor S Stevens to lead <ul style="list-style-type: none"> • Ermin street • Castle Hill School • Mill Lane - including clarification on tree quotations obtained in July for trees in Mill Lane playing field, • Horsebere Brook • Overgrown parish owned open spaces
10	Committee to considered the following matters referred from Clerk's office (if not covered on previous agenda items) <ol style="list-style-type: none"> I. Areas available for Plantation working group- being discussed at Community Committee- see induction pack. II. Grit bin request by Derwent Close – declined. III. S106 mixed waste bins – actioned by JS in hand
11.	Committee approved financial report – Actual against budget (new format)
12.	Committee agreed budget proposal for 2020/21
	<p>Items for next Agenda</p> <p>Strimmer request for burial grounds for next meeting</p> <p>Café improvements on next improvements</p> <p>Trees at Mill Lane</p> <p>Tree survey at Mill Lane</p> <p>Meeting closed at 9.45pm</p> <p>Date of next meeting confirmed as 16th October 2019 at 7pm</p>