

BROCKWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE BUILDING MANAGEMENT COMMITTEE HELD ON WEDNESDAY 18 JUNE 2014 AT 7.00PM AT BROCKWORTH PARISH COUNCIL OFFICES

Present: Councillors: J Hunt (Chairman), Cllr C Neal, Cllr R Furolo, Cllr H Turbyfield, Cllr M Hobden
Mrs J Shirley (Clerk)

367/BM APOLOGIES FOR ABSENCE – None

368/BM DECLARATIONS OF INTEREST – None

369/BM ELECT A CHAIRMAN FOR THE ENSUING YEAR
Cllr Hunt was unanimously elected as Chair to the committee.

370/BM MINUTES
The Minutes of the meeting held on 19 March 2014 were approved.

371/BM BUILDING UPDATE

1. The Committee noted the Building Update report circulated prior to the meeting.
2. The Committee reviewed the summary of community centre usage report and noted that the boardroom (previously office 2) is being hired out.

372/BM FINANCE

1. To receive statements summarising profit & loss and running costs of the Community Centre
The Committee received the annual profit and loss statement for 2013/14 and noted that whilst income has increased so had the expenditure. The Year to Date and Budget Variance reports were circulated for April and May 2014.
2. Coffee Shop
The Committee noted the summary of the income and expenditure for the coffee shop and noted that the coffee shop had made a £299 profit in May 2014. The Fare Shares food is being delivered direct to us weekly and most of it is being used with little waste.
3. It was noted that another window blind track has been replaced in the main hall at a cost of £70+VAT.
4. The Committee agreed to take out an annual service and maintenance plan with Mitchell's for the new air conditioning at a cost of £75+VAT per visit for 2 visits per year. The service contract will extend the warranty of the air conditioning from 5 years to 7 years with all Mitsubishi parts included. **Action: Clerk.**
5. It was agreed to carry out an annual service of the sewerage pump at a cost of £325+VAT with AES Pumps. **Action: Clerk.**
6. It was agreed to have the sewerage pump wet well emptied and jet washed to clear fat and rag build up at a cost of £325+VAT with AES Pumps. **Action: Clerk.**
7. It was agreed to re-code the two community centre websites so that the Twitter feed to the websites work again at a cost of £75+VAT per website. **Action: Clerk.**
8. The Committee considered the re-decorating quotes for the reception area and toilets. It was agreed to proceed with decorating the reception area and ground floor toilets only and that the first floor toilets would be left until next year. The total cost is £1385+VAT with G&R Hyett, using £1,000 from the decorating budget and £385 from the community centre maintenance budget. **Action: Clerk.**
9. The coffee shop menu and prices were reviewed and changes agreed with effect from 1st July 2014. The Committee will review again in 3 months. **Action: Clerk.**

Signed

Date

10. The Committee reviewed the trial unlocking system for the building and agreed upon a new rate to pay staff of £6.25 per unlock, with the Security firm still carrying out the final lock of the day. **Action: Clerk**

11. The Committee agreed to carry out an annual service of the clock at a cost of £192+VAT.
Action: Clerk.

373/BM CORRESPONDENCE
None.

374/BM DATE OF NEXT MEETING
It was noted that the next meeting of the Committee will be held on Wednesday 17 September 2014 at the Community Centre.

There being no further business, the meeting closed at 8.45pm.

Signed

Date