



## Minutes of the Buildings and Grounds Committee meeting held on 26<sup>th</sup> February 2020 at the Brockworth Community Centre at 7pm

### 1. **Welcome from Chair of Committee**

### 2. **Attendance of Councillors recorded**

Cllrs Sara Stevens (Chair), Tracey Poulton, Debbie Harwood, Louise Gerrard, Chris Evans, and invited Building Manager.

### 3. **Apologies for absence received recorded from Cllr Wayne Stevens** Non-attendance recorded of Cllrs Nadia Johns, Jason Mills, Charlotte Parry

### 4. **There were no Declarations of interests on matters on the agenda received**

### 5. **Public session at the discretion of the Committee Chair.**

### 6. **Approval and signing of draft minutes of previous meeting held on 14<sup>th</sup> January 2020 was recorded**

### 7. **Building Matters**

#### **A. Report from Building Administrator**

(i) Maintenance completed in last month – total cost £1526

(ii) Update on Fire exit door for youth club. Committee delegated to Building Manager /Business Clerk to replace up to Committee level of approval £1000 – Committee requested that Regency contractors be used. However, the quotation received was above the limit set by the Committee. Alternative quotations and schemes were put forward by Business Clerk for the Committee to consider and Committee agreed the recommended Auto locking night latch with 3 keys and panic handle which complies to Fire regs. The lock would be fitted in addition to the existing lock unless the existing handle is removed in the sum of £597.78

(iii) Bookings for February 374 hours compared to 287.5 in 2019 - noted

(iv) Coopers Edge ballet class request for portable Ballet Barres— Building Manager report enclosed. Proposal for portable free-standing ones, Seconded and agreed by majority. Committee will look into storage but cannot guarantee at this stage. Building Manager to liaise with Ballet leader.

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- (v) Monthly risk assessment report noted
- (vi) H&S audit report was discussed. Low priority and ongoing items noted
- (vii) H & S Working group suggested by staff was considered and deferred for further consideration. Meeting with Chair of Committee, Building Manager and Business Clerk to be arranged
- (viii) Electrical wiring test -3 quotations have been acquired for the 5year test and committee agreed to quotation in sum of £515.

## **B. Other Building Matters considered**

- (i) Review of British Legion Rental Charges – noting Committee have delegated to Building Manager the authority for setting charges. Committee agreed use of the foyer for organised groups (more than 4 people) is no longer Council policy. Any such group will be offered available alternative space at the appropriate charge by Building Manager.
- (ii) Committee discussed the rationalisation and removal of the gates/fences surrounding the Community Centre- Cllr Gerrard. Committee agreed to the removal of the internal netting fences /gates at the rear of the youth club building including the bin compound. The Business Clerk to meet with Cllr P Kowitca to agree scheme and to complete scheme before the next committee meeting.
- (iii) Committee approved the replacement of one pump in the £1502 plus VAT (Committee has authority up to £3k per item)
- (iv) Committee agreed they wish in principal to permanently rent a room upstairs on a commercial rent basis as requested. The Committee instructed the business clerk to obtain from a professional source an indication of the current commercial rent for all upstairs rooms and will report back to the Committee prior to any formal offer. There is no available space for storing a chiropractic couch. Committee wish to review all contracts for rental of rooms at next meeting (Business Clerk).
- (v) Committee were asked to consider engaging a professional consultant for CCTV -No further action.
- (vi) Committee **did not agree** a request for the sale of the First Aid equipment for the Save a life Workshops. Business Clerk to respond to request.
- (vii) Committee considered a smoking shelter (6 months since last decision). Committee agreed to consider a retractable awning that can be fixed to the outside of the building beside the clerk's office /side drive to shops. Business Clerk to obtain a quotation/best position for committee next meeting.
- (viii) Committee noted information on security breaches and actions taken. Building Manager to rationalise and record key allocations. Two food cupboards and one fridge to be locked, all other cupboards to be unlocked all the time. Kitchen staff to make sure all food to be stored in the locked cupboards/locked fridge.

## **8. PARKS AND OPEN SPACES**

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- (i) 3 Boulders approved at £354.50 each (including VAT) – Expenditure approved up to £1k. Waiting for Cllr C Evans to confirm to Business Clerk to place order. Further community consultation will be undertaken by Cllr Evans prior to ordering
- (ii) Bee Keeping at the Nature Reserve- Risk Assessment and Insurance statement enclosed. Committee agreed a) no further response to general public b) Business Clerk to respond to email correspondent that following risk assessment and insurance consultation the project will go ahead c) Committee Clerk to tell the Bee man to go ahead with the project
- (iii) Committee noted map of Council owned land next to the Brook as Committee had previously considered photographs of pathway along the brook submitted from Councillor Poulton. Committee had previously delegated to Councillor W Stevens to report back to the business clerk to action up to the delegated authority of £500 (H&S) for materials and to use Community Payback team if possible. The committee previous decision is rescinded but the Business Clerk is instructed to contact the landowners to ask them to take action to make the footpath safe.
- (iv) Committee received update on outstanding MUGA project- a meeting was to be arranged with Councillors Poulton and D Harwood to discuss sites for any future project. Committee discussed site on Coopers Edge which fall into the Brockworth Parish. Committee Clerk advised Councillors to meet with Developers, Risk Assessment, Community Consultations before moving the project forward. Contact details for representative of Coopers Edge Trust now available for Business Clerk to arrange meeting with Committee members. Cllr Evans to look at developers plans for identifying play areas already planned.
- (v) Committee noted the requested drawing showing sizes and position for consideration from football club to extend the size of the changing room/pavilion have not been received
- (vi) Committee approved financial report – Actual against budget discussed.
- (vii) Action plan 2020/21 kitchen project update from Cllr Gerrard. Working party meeting held and meetings with Business Clerk and Committee Clerk to discuss finances has been held. Menu artwork review ongoing. Standing orders Suspended at this point due to time. Cllr Gerrard to email Business Clerk with review process required.
- (viii) Committee noted update from Business Clerk with TBC officer regarding potential s106 projects is to be carried forward
- (ix) Committee considered proposals to put recycle bins in Parks and Community Building. Amendment agreed to have 2 joint litter/recycle bins for inside the community building and youth centre- Costing to be obtained by Business Clerk. (Cllr Harwood to send photo to Business Clerk)
- (x) Committee considered replacing any felled trees- to put to Community Committee.

## **9. Allotment Matters**

- (i) Committee were asked to review Allotment Policy and rent for 2020/21 – deferred and request copy of policy and full financial information to support discussion.
- (ii) Committee noted information regarding Coopers Edge Allotments.

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10. Date of next meeting confirmed as 18<sup>th</sup> March 2020

11. Meeting closed at 9.17pm