

## Minutes of the BUILDING AND GROUNDS COMMITTEE

**MEETING** held in Brockworth Community Centre, on **Wednesday 20<sup>th</sup> November 2019**  
at 7.00p.m.

1.	Welcome from Chair of Committee- no members of the public attended
2.	Attendance recorded as Councillors Sara Stevens (Chair) Chris Evans and Scott McNeill .
3.	Committee received apologies for absence from Councillors Gerrard, Jason Mills, Wayne Stevens and Charlotte Parry. The absence of Cllrs Pete Kotwica and Harley Morris was noted. The Chair of Council attended
4.	Committee received a declaration of interests on matters on the agenda item 7c from Cllr S Stevens
5.	There was no Public session
6.	Committee approved draft minutes of meeting held on 16 <sup>th</sup> October 2019 which were then duly signed
7.	<b><u>Building Matters</u></b>
a	<p>Committee received and considered report from Building Administrator and agreed to grant delegated authority to the Building Manager for</p> <p>a) general maintenance up to £250 or £500 in conjunction with Chair of Committee</p> <p>b) urgent H &amp; S issues up to £250 or in conjunction with Business Clerk up to £500</p> <p>The Committee noted the comments regarding the H &amp; S visit- which was the first one delegated to Building Manager, and noted that there is a settling in period needed to collate the information required and that there will be a second visit prior to formal report being issued</p> <p>It was agreed that the Committee would like the Business Clerk to review and then prepare a draft H &amp;S policy for the committee to discuss at a future meeting</p> <p>The Committee also considered the request for extra pair of hands for Friday lunch club and felt it was appropriate to refer to the next FC meeting</p> <p>Committee agreed that they wish the building manager to attend the Committee Meetings as part of her role</p>
b	Committee noted monthly risk assessment check – Building Manager to arrange for identified actions on monthly risk assessment check to be dealt with under the above delegated authority and to inform Committee of the actions taken at the next meeting
c	<p>Committee noted cleaning supplies analysis as requested by Full Council.</p> <p>Committee agreed to remain with current cleaning suppliers and to review on annual basis (July each year)</p>
d	<p>Committee discussed process of booking room/hall for events organised by Council other than meeting rooms</p> <p>Committee agreed the booking process for Council led Community events</p> <p>a) Booking forms are to be completed by lead Councillor of community events</p> <p>b) Committee agreed to hiring out the building on bank holidays/Christmas using outside security and additional cost to be passed on to hirer.</p> <p>c) The Committee would like to know the additional cost and for it to be shown as a separate cost on the invoice.</p> <p>d) Committee agreed that a front page “splash” to be put on website immediately highlighting the availability of rooms available to hire especially over Christmas (Assistant Clerk)</p> <p>Committee agreed a poster campaign to be done immediately (Assistant Clerk) and to be agreed by Cllrs S Stevens and C Evans</p>

Signature

date

	<p>e) Committee agreed they wished for Council led community events to take priority over regular /ad hoc bookings only if the Council has booked in advanced before the regular bookings have booked.</p> <p>f) Building manager to confirm how far in advance the bookings are allowed and what deposit is taken at time at booking.</p>
e	Committee agreed delegated authority to Business Clerk to dispose of unwanted furniture, records, papers, IT equipment and general debris to facilitate office move using a skip if necessary
f	Committee agreed delegated authority to Business Clerk to purchase appropriate furniture to facilitate office move and any other items felt necessary. (keys, welcome board etc were discussed but delegated authority not restricted to anything in specific)
g	Committee agreed delegated authority to Business Clerk to make arrangements to move email service from Claranet and set up additional new accounts as required using approved contractor
h	Committee agreed to defer a decision on 12 months progeny Doors express telephone support at a cost of £399 to see if Business Clerk is able to resolve software issue to facilitate additional key fobs. It was noted that the Business Clerk may use delegated financial authority. Committee to review security of building on annual basis June each year.
i	Committee deferred Café ethos until office move and nothing more is to be added. excluding Christmas Trees, decorations and clean tablecloths. To be reviewed after office move. Proposals will be put to Full Council in January in time for next financial year. Councillors are to be asked at December meeting to prepare. All staff to be invited to submit ideas to Council as well.
j	Committee were asked if it wishes to have a working party to move café improvement project forward including Building Manager, Business Clerk and a member of the kitchen staff- see above
k	Committee delegated to business clerk to arrange siting the Defibrillator to an outside wall as soon as possible- delegated budget of £1000. Committee ask that Community Committee look at installing Defibrillators in other areas of the Village.
L	Committee deferred decision on ongoing subscription to Fare Shares £700pa. Cllr S Stevens/ Cllr Evans will update Committee next month.
8.	<b>BURIAL GROUND</b>
a	Committee agreed to replace gate posts as per quotation report – Option 1 was accepted with the provision that the funding came be obtained from s106 held by TBC (business Clerk)
b	Committee agreed strategy for tidying of burial ground existing member of staff 2 hours a week to be formally agreed and actioned by HR committee – Committee Clerk to bring under existing agenda item stage 2 staff review
c	Committee agreed to defer to next meeting for the next row of cremations area
d	Committee considered update on s106 projects- Committee Clerk to arrange a 25 minute presentation by Cllr C Evans prior to next meeting.
e.	Committee considered request for honorary bench from resident C F – Cllr C Evans. Committee agree in principal but will need to confirm when current improvement plans are made available. JM inform resident.
f	Committee noted update on bench previously agreed for Arthur Speckman, It has been delivered and Mrs Speckman has been informed and weather permitting it will be installed shortly.
g	Committee agreed it wishes to review the burial grounds rules and regulations (2018) and delegated to Cllr S Stevens to set up a working party outside of the committee to review and draft a new burial grounds rules and regulations for Committee to consider at January meeting. Meeting suspended for 5 minutes and standing order were suspended to allow meeting to continue over 2 hours.
9.	<b>PARKS AND OPEN SPACES</b>

Signature

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a	Mill Lane security options deferred for further information, Committee noted finance not available until 2020/21. Presentation on Mill Lane security to take place 25 minutes before next December meeting – therefore presentation to start at 6pm – Meeting closed due to being non quorate. At 20.58pm
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Signature

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Signature

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