

## MINUTES OF BUILDING AND GROUNDS COMMITTEE MEETING

held in Brockworth Community Centre, on **Wednesday 16<sup>th</sup> October 2019 at 7.00p.m.**

1.	Welcome from Chair of Committee	
2.	Attendance recorded of Councillors Chris Evans, Sara Stevens (Chair), Wayne Stevens, Scott McNeill, Louise Gerrard, Committee Clerk, Business Clerk and Administrator/Receptionist – no members of the public attended (Chair of Council joined the meeting at 19.05 as a member of the public)	
3.	Committee received no apologies for absence. Absence of Cllrs' Mills, Morris, Kotwica was noted	
4.	Committee received no declarations of interests on matters on the agenda	
5.	Public session at the discretion of the Committee Chair- no members of the public attended	
6.	Committee agreed draft minutes of meeting held on 18 <sup>th</sup> September 2019 which were then duly signed	
7.	<b><u>Building Matters</u></b>	
a	<p>Committee received and considered report from Building Administrator- *in future to be part of supporting papers</p> <p>*monthly risk assessment and repairs required – see agenda item</p> <p>*Summary of repairs (including reports from handyman)</p> <p>Dishwasher reports – see agenda item</p> <p>Fobs have been located and are waiting for formatting</p> <p>Panic buttons – see agenda item</p> <p>PAT testing arranged for October 2019</p> <p>Booking form update- see agenda item</p> <p>*Booking information (monthly) given-</p> <p>Building upgrades regarding exercise classes to be discussed on future agenda</p> <p>*Café feedback -positive reports</p>	Building administrator
b	Committee noted booking form amendment for hire of kitchen facilities- kitchen additional deposit of £20 to be added but no additional charge for use of kitchen. Monitor use of kitchen for 6 months and report back to committee	Building administrator
c	Committee approved the cleaning behind the cooker and kitchen filter pipe.	Clerk/ building administrator
d	Committee approved replacement mastic covering on the kitchen floor	Clerk/building administrator
e	Committee noted monthly repair report from Building Administrator see above	
f	Committee noted no Handyman's up to date building report had been received- in future part of building administrator report	
g	Committee agreed the request to rent the boardroom (previously office space) and to allow the partition wall to be removed to make one larger office on the agreement that the wall will be replaced at the end of the tenancy at the tenants cost and to the Committee's specification	clerk
h	Committee noted that the delivery of the save a life and other classes run through GCC Grant Monies is being dealt with by HR Committee whilst it is being delivered by the handyman. It is confirmed that the mannequins will be owned by the Parish Council and are currently stored in the youth centre building. It was noted	Move to HR Committee whilst it is being delivered by the handyman

	that the October course was cancelled due to ill health of one of the trainers	
8	<b>OFFICE RELOCATION</b> Committee received an update on move to ground floor from Locum Business Clerk and <b>agreed following actions and delegated to business clerk to action</b>	
a.	installation of doorway between TBC and meeting room	
b.	application for building regs for doorway with fee (approx. £250) with full plans being submitted	
c.	seek 3 quotations for building work before agreeing start of building work	
d.	installation in meeting room of data sockets and power sockets prior to move	
e.	resolving IT problems prior to move. Agreed as per separate report	
f.	a backup system and implementation as recommended	
g.	purchase a larger safe for operational reasons delegated to Clerk within an agreed budget of £1500 (for budget setting 20/21)	
h.	appoint an IT company for the move	
i.	appoint a removal company for the move	
j.	authorise the Locum Business Clerk to progress the new lease arrangements on behalf of the Council	
9 a	<b>OTHER BUILDING MATTERS</b> Committee agreed update on dishwasher contract in that a service will be completed before the service expires May 2020 at which point it will be purchased for £120 plus Vat. A new one would be expected to be in the region of £1400 and will be included in the 20/21 budget. Delegated authority to Building administrator to keep a functioning dishwasher.	Clerk  Building administrator
b	Committee agreed report on copier leasing arrangements. It was agreed to archive the 2 copiers upstairs, and to use the reception one for all council use once the office move has taken place. The intention is to cut the use of the 2 upstairs copiers so that the "change to significant use" clause can be activated	Business clerk
c	Committee noted panic button quotes have been obtained but are on hold pending office move	
d	Committee approved the removal of coffee machine from the kitchen which is redundant and felt to be dangerous. Agreed to delegate authority to Building Administrator for future H and S to resolved	Building administrator
e	Committee noted evesca "safeguard" magazine is in Councillors resource room	
f	Committee considered café improvements. Table cloths, chairs and flowers changes noted. Cllr W Stevens will make a sample table. It was noted that the £7000 budget was set for 20/21. Clerk advised on fire safety considerations. Public consultation may be undertaken by Councillors to inform their ideas. Councillors will submit formal proposals to committee clerk for consideration at next meeting.	Committee Clerk
g	Committee considered report and quotation for works on lift – agreed to accept quotation £85. Delegated to building administrator under H & S delegation	Building administrator
h	Committee noted progress report on CCTV cameras (Cllr Harwood). Relocated of 2 and one additional kitchen camera was agreed at previous meeting, but quotation appears to extend the remit. Delegated to business clerk as part of the office move with a	

	proposal and rationale to be brought back to committee- Building administrator left at 20.18pm	Business Clerk
10	Community Committee received update on TBC lease renewal for Green Street Nature reserve which has a year to run – brought forward before burial ground agenda items. Cut back done on 11 <sup>th</sup> October, Tree pollard requested by neighbour. Recommended to have 2 cuts a year. <b>original 5 year management plan</b> to be shared with Cllr Gerrard who will meet the bee keeper (see below) and also to be brought to next meeting.	Business Clerk
11	Community agreed formal respond to Bee keeping request - Committee would like to meet him on site to discuss his needs and report back at next meeting. and Business Clerk left at 20.32pm	Business Clerk
12	<b>BURIAL GROUND</b>	
a	Committee noted that the resident Mrs LB from last meeting has sent her thanks for the decision of the Committee	
b	Committee noted Handyman's up to date Burial ground report Plaque wall to be on next agenda- information submitted to previous clerk to be located Long term burial options to be on next agenda - see s106 agenda item	Julie M – please find
c	Committee noted update on bench for Arthur Speckman (Cllr S Stevens).	
d	Committee considered request for strimmer for use by working groups. Agreed £350 from Grass cutting budget to be used. Councillor Evans/ W Stevens to give specific details to Clerk to obtain from Screwfix	
e	Committee considered update on s106 projects- lighting (Cllr S Stevens) wall and future burial ground capacity Councillors to submit written proposals for next agenda	Committee Clerk
f	Committee discussed request from resident (IE). Agreed Same reply as last month LB- burial rules allows in certain circumstances (local links)	Business Clerk
13	<b>PARKS AND OPEN SPACES</b>	
a	Committee noted up to date Parks report from Handyman	
b	"Community Clear up" working group feedback – Cllr W Stevens. To be newsletter item. "adopt an alley"	Cllr Gerrard
c	Mill Lane security options considered – quotation 1 available- carry forward to next meeting. Councillor Evans to submit recommendation of further crime prevention report to committee clerk	Cllr C Evans
d	Committee received update from Cllr S Stevens regarding overgrown hedges in village. To be a planning/highways and environment committee item in future.	Committee Clerk
e	Committee agreed to authorise tree hazard survey and report	Business Clerk
f	Committee agreed hedge cutting quotation	Business Clerk
g	Committee considered request for rent of Mill Lane car park for filming project on 17/11/19 until 19/11/19 overnight. Proposed and agreed for £4k payment upfront and £1k deposit (refundable) and to note that additional charges for any damages will be made. All correspondence to be confirmed in writing. Business Clerk must be informed of purpose of filming and the Business Clerk will arrange a short notice to all residents in near vicinity before event takes place. All Parish Councillors, social media and website to be informed. Agreed	Business Clerk

14	Committee approved financial report – Actual against budget (new format)	
15	Committee discussed BYT Service Level Agreement eg use of building– Committee considered this item under confidential business due to sensitive financial information. Cllr Evans left room. Committee delegated actions to Business Clerk Councillor Evans returned to room	Business Clerk
16	Standing orders suspended at 21.00 to allow meeting to continue- Agreed Committee agreed to request that the youth club chairs are repaired by the BYT- delegated to Business Clerk as per agenda item above.	
	Date of next meeting confirmed as 20 <sup>th</sup> November 2019 at 7pm  Apologies from Cllr Gerrard for next meeting.  Meeting closed at 21.08pm	



operating report for catering				actual as of	22nd sept 2019	
catering	code	budget 2019/20	totals	income	expenditure	
catering income kitchen	4165	21845		8879		
catering income hirings	4166	5901		2551		
total income			27746	11430		
Expenditure						
kitchen equipment	6140				132	
catering supplies	6142	6500			3047	
salary costs		38748				
dishwashers		1440			600	
total expenditure			46688		3780	
surplus			-18942		7651	

operating report for community building				actual as of	23/09/2019		
	code	budget 2019/2 0		totals	income	expenditure	
hall lettings	4100	13000			4772		
conference room	4110	11000			3790		
meeting room	4115	4500			2081		
dynamic sales-room1	4125	4958			2479		
accountants-room2	4130	1252			626		
boardroom room 3	4135	1200			499		
accountants 2v room 4	4140	2308			1154		
dynamic sales 2 room 8	4160	3614			1807		
youth centre lease	4175	1000			411		
pc offices use	4189	5714					
pc meeting room use		1000					
misc hire income	4190	50			53		
total income				49596			
staff costs & temp staff	6000/ 6010/15/6500	23562				26315	catering to be apportioned
business rates	6100	8500				8638	
Utilities (water/heat/light)	6105-6115	11900				4248	
general maintenance	6130/6131	910				5944	
to catering (dishwashers)						-600	
decoration		1000				0	
equipment- air conditioning	6141	13000				13198	
OTHER equip maintenance	6141					1487	
insurance	6150	1600				1934	
cleaning supplies	6160	2500				1112	
training	6170	1000				76	
admin expenses	6200	250				0	
telephone	6210	2500				724	
security	6215	5500				2006	
Health and safety	6220	2000				941	
IT & licences	6260	350				180	
overhead projector	6141					540	
contingency	6500	4500					
total expenditure				79072			
subsidy required to balance				29476			
totals					17674	66,743	