

MINUTES OF THE BUILDING AND GROUNDS COMMITTEE

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

1.	Welcome from Chair of Committee
2.	Attendance of Councillors Chris Evans, Sara Stevens (Chair), Jason Mills, Wayne Stevens, Tracey Poulton, Debbie Harwood Louise Gerrard and Cllr Tracey Poulton. invited Building Manager and 2 members of the public attended
3.	Committee received apologies for absence from Councillors Nadia Johns and Charlotte Parry
4.	There were no declarations of interests on matters on the agenda
5.	Public session at the discretion of the Committee Chair- no comments
6.	Approved draft minutes of meeting held on 20 th November 2019 with amendment to delegated authority to spend a) general maintenance up to £250 or in conjunction with Chair of Committee up to £500
7.	<u>Building Matters</u>
a	Committee received and noted report including monthly risk assessment from Building Administrator. Committee discussed costs involved in general maintenance at next meeting. Committee agreed to pay £135 +VAT for service of dishwasher. H&S audit ongoing. Legionella report received. HR Committee are asked to discuss detailed job description for hierarchy of responsibility for H &S issues. Fire procedure to clear the upper level of floor to be discussed with tenants. Chair of Committee to speak to tenants.
b	Committee agreed arranging a Christmas Tree within the Community Building grounds for future years.
c	Committee agreed advice from Business Clerk to cease community centre broadband £30 +VAT per month.
d	Committee agreed advice from A & E fire security and agreed proposal as distributed in the sum £534.35
e	Committee agreed to cancel the ongoing subscription to Fare Shares £700pa at the appropriate renewal date. Working Party lead to be Cllr Gerrard with Cllr S Stevens, Cllr Poulton and Cllr Harwood to be on the working party. The kitchen manager to be invited to attend a working party meeting on a Monday in January to discuss the way forward. Committee clerk to provide a breakdown of existing expenditure.
f	Committee approved Friday Lunch Club price increase from £4.00 to £4.50 which would include a main meal, pudding and drink.
8.	<u>BURIAL GROUND</u>
a	Committee considered information at presentation regarding s106 projects and agreed proposals as presented by Cllr Evans as way forward
9.	<u>PARKS AND OPEN SPACES</u>
a	Parks and Open Spaces security options agreed as per presentation. Cllr Evans to provide an agenda item for next meeting Committee noted finance not available until 2020/21
b	“Community Clear up” working group feedback – Cllr S Stevens – will be promoted again in the Spring.
c	Community received update on Green Street Nature reserve and to review the cutting programme including 5 year maintenance plan cfwd Committee to consider tree works update Cfwd and gate repair approved
d	Community received update regarding “Bee man” and committee agreed next stage (subject to insurance confirmation by business clerk, the bee man will be invited to move the bees on to the land.
e	Committee agreed 2 actions for Action plan for 2019/20 -café improvements and kitchen plan – on January for decisions way forward. 2020/21 security of open spaces and burial grounds improvements
f	Committee discussed potential projects for s106 monies and asked Business Clerk to contact Adrian Goode for written update for next meeting

g	Committee discussed outstanding MUGA project and wished to invite representative from Coopers Edge Community Hubb. (The Edge)
h	Committee discussed park inspection report dated 10/10/19 – already distributed- yellow gate replacement agreed £1270 plus VAT. Any outstanding H &S items authorised to be done, updated report of other outstanding items to be brought to committee next meeting
i	Committee agreed Cllr S Stevens and Cllr Harwood to prepare bid for Pocket Park Grant Scheme (Coopers Edge/Rowan Gardens) on 27 th December as deadline date 31/12/19.
j	Committee declined the request for fun fair visit 2020 due to the fact of refurbishment of the car park will result in reduced access.
k	Committee noted that the Football club has informed BPC that the barriers are cemented into the grass
l	Committee declined request from football club to put a shipping container size storage unit at the back of the changing room/pavilion due to the fact of refurbishment of the car park will result in reduced access.
10.	Committee approved financial report – Actual against budget
11.	Committee agree to pay the renewal of the Allotment insurance premium in the sum of £139.03. Committee to discuss Allotment policy and rent increase at next meeting.
	<p>Date of next meeting confirmed as 22nd January 2020 at 7pm</p> <p>Next agenda items</p> <p>Gender neutral toilets within the community building</p> <p>Improving the baby changing facilities</p> <p>H&S working group- Cllr W Stevens to lead</p> <p>Meeting closed at 20.40</p>