

Buildings and Grounds Committee meeting to be 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 to be recorded**

Cllrs Sara Stevens (Chair), Wayne Stevens, Tracey Poulton, Debbie Harwood, Louise Gerrard, Chris Evans, Nadia Johns, Jason Mills, Charlotte Parry and invited Building Manager.

3. **Apologies for absence received to be recorded**
4. **Any Declarations of interests on matters on the agenda received**
5. **Public session at the discretion of the Committee Chair**
6. **Approval 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.
- (iii) Bookings for February 374 hours compared to 287.5 2019
- (iv) Coopers Edge ballet class request for portable Ballet Barres- portable option preferred but storage is difficult – Building Manager report enclosed
- (v) Monthly risk assessment report noted
- (vi) H&S audit report as enclosed
- (vii) H & S Working group suggested by staff
- (viii) Electrical wiring test quotations being sought

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

- (i) Review of British Legion Rental Charges – noting Committee have delegated to Building Manager the authority for setting charges

- (ii) Committee are asked to agree the rationalisation and removal of the gates/fences surrounding the Community Centre- Cllr Gerrard
- (iii) Committee are asked to approve the replacement of one pump in the £1502 plus VAT
- (iv) Committee are asked if they wish to permanently rent a room on the first floor to a regular hirer and if not is there a space for storing a chiropractic couch.
- (v) Committee are asked to consider engaging a professional consultant for CCTV -Cllr C Evans
- (vi) Committee are asked to consider request for the sale of the First Aid equipment for the Save a life Workshops
- (vii) Committee are asked to consider a smoking shelter (6 months since last decision)
- (viii) Committee are asked to note information on security breaches and actions taken

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

- (i) 3 Boulders approved at £354.50 each (including VAT) – Expenditure approved up to £1k. Cllr C Evans to confirm to Business Clerk to place order
- (ii) Bee Keeping at the Nature Reserve- Risk Assessment and Insurance statement enclosed. Committee to agree a) response to public b) project go ahead
- (iii) Committee to note 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
- (iv) Committee to receive update on outstanding MUGA project- a meeting was to be arranged with Councillors Poulton, W Stevens and D Harwood to discuss sites for any future project.
- (v) Committee to consider if the requested drawing showing sizes and position for consideration from football club to extend the size of the changing room/pavilion had been received
- (vi) Committee approved financial report – Actual against budget discussed.
- (vii) Action plan 2020/21 kitchen project update from Cllr Gerrard
- (viii) Committee to note update from Business Clerk with TBC officer regarding potential s106 projects
- (ix) Committee to consider request to put recycle bins in Parks and Community Building
- (x) Committee are asked to consider replacing any felled trees

## **9. Allotment Matters**

- (i) Committee are asked to review Allotment Policy and rent for 2020/21
- (ii) Committee to note information regarding Coopers Edge Allotments

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

**11. Meeting to be closed**