

**BROCKWORTH PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE BUILDING MANAGEMENT COMMITTEE  
HELD ON WEDNESDAY 15 JUNE 2011 AT 7.00PM  
AT BROCKWORTH PARISH COUNCIL OFFICES**

**Present:** Councillors: J Hunt (Chairman), Mrs C Neal, R Furolo, Mrs S Lefeuvre-Wellard, V Perez, Mrs J Shirley (Clerk), Mrs L Price (Building Administrator)

**Members of the Public:** None

**241/BM TO RECEIVE APOLOGIES FOR ABSENCE**  
None.

**242/BM ELECTION OF CHAIR FOR THE ENSUING YEAR**  
Cllr Hunt was unanimously elected as Chair of the Building Management Committee.

**243/BM MINUTES**  
The minutes of the meeting held on 20<sup>th</sup> April 2011 were approved and signed.

**244/BM ADMINISTRATORS REPORT**  
The Building Administrator's report had been circulated to members prior to the meeting and an update tabled.

It was agreed to ask the youth centre decorating contractor to also complete the toilet painting that the previous contractor has been unable to complete due to ill-health. **Action: Building Administrator**

It was agreed to provide a small piece of hose pipe to be used with the outside tap. **Action: Clerk**

It was agreed to accept the early termination of Office 5's lease, with effect 4<sup>th</sup> July 2011. **Action: Clerk**

There was a discussion about the use of the kitchen and the need to lock the fridge and freezer due to a recent theft. It was agreed that locks would be installed on the cupboards, fridge and freezer and the kitchen would then be made available free of charge to hirers and hirers would have to provide their own crockery and cutlery. The refundable deposit on the main hall of £50 would also include use of the kitchen. The small fridge that had been donated would be disposed of as it was not in working order. The Building Administrator will monitor the number of parties that request use of a fridge and feedback to the next BMC meeting. **Action: Building Administrator / Clerk.**

It was agreed to purchase wipe-clean tablecloths for the weekly luncheon club to save laundry costs. A similar tablecloth will also be purchase for the large wooden conference table. **Action: Building Administrator / Clerk.**

It was agreed to purchase 3 dozen new water glasses to replace the ones that have been broken. **Action: Building Administrator / Clerk.**

The meeting considered the quote to move the CCTV unit from the Youth Centre and agreed that it should remain where it is and put it in a lockable

**Signed**

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cabinet to prevent the monitor being viewed by room hirers. **Action: Building Administrator / Clerk.**

The meeting agreed that the youth project could retain use of the two built-in storage cupboards and keep a lockable cabinet in the youth centre office.

Beacon will be providing a quote for the re-fixing of the MUGA net. There are some section 106 monies available to cover the cost. **Action: Building Administrator.**

The meeting agreed to use Eleksafe for the annual portable appliance testing. **Action: Building Administrator**

The meeting agreed that the Royal British Legion Women's Section can use the foyer television for a games evening. **Action: Building Administrator**

The meeting reviewed the list of children's party activities and agreed the following activity restrictions:

Bouncy castles and inflatables suitable for up to age 6. Cheltenham Bouncy Castles will be asked to bring along suitable items for demonstration to ensure the low-ceiling height is not an issue. **Action: Building Administrator**

Small trampolines for up to age 6.

Indoor football with a soft foam ball only.

Disco parties for up to 11 year olds allowed and must be strictly controlled by the parents. Building Administrator and Clerk to use discretion when considering 12 and 13 year old party requests.

Indoor skittles with inflatable skittles.

Other activities agreed with no restrictions included: face painting, clown, magician, theme parties, puppet show, and arts and crafts.

**245/BM**

## **FINANCE**

Receive a statement of the costs of running the Community Centre  
The Year to Date and Budget Variance reports were circulated.

### To consider quotes for the re-decoration of the youth centre area

The meeting considered the three quotes received and agreed to award the contract to Phil Whittal including the cleaning of the carpet and furniture. The meeting discussed the youth project request to take part in the painting and regretfully declined the request. The meeting agreed that the youth project could select four paint colours to be used in the youth centre. **Action: Clerk**

### To consider quotes for the new telephone system

The meeting considered the three quotes received and agreed to accept the quote for the IP-based system from BT. It was felt by the committee that this system was commercially cost-effective and provided for future business needs. The system could be used to provide telephone service for the building tenants at a cost to the tenants. **Action: Clerk**

### To consider the purchase of a microphone and speaker system

The meeting considered the portable PA system. It was agreed that a Community Centre-owned PA system could be hired out to room-users. The

**Signed**

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Clerk was instructed to look at the sound system stored in the youth centre to see if it can be adapted for council and public meetings. **Action: Clerk.**

To note the breakdown of Baylift invoices

The meeting noted the breakdown and decided that it would not be cost effective to upgrade the annual maintenance contract.

The meeting discussed the need for the Youth Centre to have broadband access for the computers. It was agreed that the broadband be upgraded and made available to the youth centre providing a contribution of £250 per year is paid to the Parish Council. **Action: Clerk**

**246/BM**

**PUBLICITY**

The meeting agreed to the "Brockworth Business" and "Brockworth Occasions" logos that will be used in the new websites and information brochures.

It was further agreed that the website layouts will be considered and agreed between meetings by the Clerk, Building Administrator, Chair and Vice-Chair, and opinions will be sought from councillors visiting the building. It is hoped that we will be able to launch the websites in early autumn.

**247/BM**

**CORRESPONDENCE**

None.

**248/BM**

**SEPARATE BUSINESS** - There was no separate business.

**249/BM**

**DATE OF NEXT MEETING**

It was noted that the next meeting of the Committee will be held on Wednesday 17<sup>th</sup> August 2011 at 7pm at the Community Centre.

Meeting closed at 9.30pm.

**Signed**

**Date**