

BROCKWORTH PARISH COUNCIL

**MINUTES OF THE MEETING OF THE BUILDING MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 16 FEBRUARY 2011 AT 7.00PM
AT BROCKWORTH PARISH COUNCIL OFFICES**

Present: Councillors: J Hunt (Chairman), Mrs C Neal, Mrs J Flounders, Mrs S Lefeuve-Wellard, Mrs J Shirley (Clerk), Mrs L Price (Building Administrator)

Members of the Public: Mrs J Perez (for part of the meeting)

224/BM TO RECEIVE APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Furolo and Cllr Shellswell. The meeting accepted the apologies and reasons given for absence.

225/BM MINUTES

The minutes of the meeting held on 15th December 2010 were approved and signed.

226/BM ADMINISTRATORS REPORT

The Building Administrator's report had been circulated to members prior to the meeting and an update tabled.

It was agreed that 6 new vacuum flasks be purchased up to a maximum of £20 each plus 4 new smaller vacuum flasks up to a maximum of £10 each. **Action: Building Administrator**

It was agreed to proceed with the purchase and installation of 3 new cupboards in the kitchen, to be fitted under the hatchway to the main hall. **Action: Building Administrator to place the order with Mr P Whittal.**

The meeting discussed the problem of flaking paint on the wall of the downstairs gentlemen's toilet and the corresponding wall in the Building Administrator's office. It was agreed to ask the decorator to rub back the paintwork, re-seal and paint again, as the wall is not damp and the committee did not feel any other remedial action was required. **Action: Building Administrator**

Contract Renewals: The meeting agreed to renew the heating and boiler contract with Hewer. **Action: Building Administrator**

Fire Extinguisher Servicing: The meeting agreed to cancel the current contract with Chubb and take out a 12 month contract with KIS. **Action: Building Administrator**

Washroom Services: The meeting agreed to renew with the current contractor unless the Clerk was able to find a cheaper option. **Action: Clerk**

Conference room booking: a request had been received from the Women's section of the Royal British Legion to use the main hall on Tuesday evenings. Cllrs Flounders and Neal declared an interest in this item. Currently, the main hall is booked to the Youth Service on Tuesday evenings, it was therefore agreed to offer the conference room at the same rate as the main hall until such time as the main hall was available. The meeting confirmed that bookings are rounded up to the nearest full hour as bookings are charged in full-hours. **Action: Building Administrator**

Signed

Date

The meeting agreed to purchase a new ladder, one that will work as steps and convert to a long ladder, up to a maximum price of £75. **Action: Building Administrator / Clerk.**

TV Aerial and fitting of TV: a quote had been received but it was unclear whether the price included labour or was in addition to labour. **Action: Building Administrator** to clarify, and then Cllr Hunt and Cllr Neal will make the decision on this contract.

The meeting agreed to the work needed for the Youth Centre door which will cost £114. **Action: Building Administrator**

The meeting agreed to get new keys cut for the stairwell door for the office tenants so that they can lock up the stairwell door when they work late on evenings when the building is open longer. **Action: Building Administrator**

The meeting discussed the costs of providing the weekly lunch and agreed to increase the price to £3.50 each from 1st April 2011. **Action: Building Administrator**

Car Parking: The Clerk outlined an idea regarding making a pedestrian gateway access through to the Vicarage Court car park from the Community Centre and using as an overflow car park for community centre use only. The Gloucestershire Housing Association has invited the Clerk to present the idea at their next AGM on 7th March. The committee agreed that the Clerk should proceed and find out more information as to the viability of the idea. **Action: Clerk.**

227/BM

FINANCE

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

Receive an update regarding the telephone supplier

The meeting received the update regarding moving to a new telephone supplier and agreed to remain with the current supplier for the time being.

To review the residents' weekend discount rate

The meeting agreed to retain the weekend discount rate for a further 6 months.

228/BM

PUBLICITY

The meeting considered the report prepared by the Clerk regarding publicity for the community centre. After discussion, the meeting agreed to use a Twitter page for the Community Centre and also use Best of Gloucester at a cost of £99 per month for 12 months to market the conference room for commercial bookings and downstairs rooms for community bookings. **Action: Clerk.**

229/BM

CORRESPONDENCE

One letter of thanks had been received and was noted by the committee.

230/BM

SEPARATE BUSINESS - There was no separate business.

231/BM

DATE OF NEXT MEETING

It was noted that the next meeting of the Committee will be held on Wednesday 20th April 2011 at 7pm at the Community Centre.

Meeting closed at 8.20pm.

Signed

Date