

BROCKWORTH PARISH COUNCIL

**MINUTES OF THE MEETING OF THE BUILDING MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 17 AUGUST 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)

Members of the Public: None

250/BM TO RECEIVE APOLOGIES FOR ABSENCE
None.

251/BM MINUTES
The minutes of the meeting held on 15th June 2011 were approved and signed.

252/BM BUILDING UPDATE
1. The Building Report had been circulated to members prior to the meeting.

It was agreed to ask Phil Whittal to address the noisy valves in the children's toilet and ground floor ladies toilet – thought to be the pressure valve at fault.

Action: Clerk

It was noted that the CCTV was currently not working due to a faulty power supply unit. Fasit had been called to repair the unit.

It was agreed to overflow the coffee shop into the main hall when it's not in use, particularly on Wednesday mornings when the baby bounce and rhyme group visit. However, if the hall is requested for a booking then the coffee shop won't be able to use the hall.

The committee turned down the request for the Police to hold a key for the advice office.

The Clerk gave an update on the new phone system. All the phones had been installed and were working internally (with the exception of the kitchen and chairman's phones). Go-live is planned for 25th August and there will be a period of time when we will not be able to use the phones whilst they are being converted, approximately an hour.

2. Review Terms and Conditions

The meeting reviewed the two draft versions of the Terms and Conditions and noted the amendments. It was agreed to have two versions, one entitled "Commercial" and the other entitled "Domestic" (for casual hirers).

It was agreed that the cancellation policies would be as follows:

Domestic hirers:

More than 2 weeks notice of cancellation – full refund to the customer

Less than 2 weeks notice of cancellation – 20% of booking to be paid by the customer

Less than 48 hours notice of cancellation (or non attendance) then full amount payable by the customer.

Signed

Date

Commercial hirers:

More than 2 weeks notice of cancellation – full refund to the customer
1 to 2 weeks notice of cancellation – 50% of booking to be paid by the customer
Less than 1 week – 100% of booking to be paid by the customer

For cancellations made by the Parish Council then a full refund would be provided to the customer.

It was agreed that bouncy castles up to age 6, and castles no higher than 7 feet would be acceptable for children's parties. The terms and conditions would be updated to reflect this amendment. **Action: Clerk**

253/BM

FINANCE

1. To consider advertisement charges on the planned new websites

The meeting discussed the possibility of providing links from advertisements for our regular hirers on our new "Brockworth Occasions" website. Cllr Furolo suggested that the Clerk find out the cost to amend the website each time and that the Clerk be delegated to determine a reasonable fee to charge advertisers annually; this was agreed. **Action: Clerk.**

2. To receive statements summarising profit & loss and running costs of the Community Centre

The Year to Date and Budget Variance reports were circulated. A breakdown of the average cost of running the building per square metre was also circulated. It was noted that the cost of using a security firm for the unlocking and locking of the building out of hours was included in the average costs, and that we don't currently charge extra to out-of-hours customers for the use of security as this cost could be prohibitive.

3. To consider the purchase of music licences

It was agreed to purchase a PPL licence to allow the playing of music in the foyer area. The committee did not agree to the purchase of the licence for playing telephone "on-hold" music and would review this decision at the next meeting once the telephone system was operational. The committee then discussed the purchase of a PRS licence. However, it is in the Terms and Conditions that hirers are responsible for ensuring they have the correct licences. Therefore, the Clerk was instructed to request copies of PRS licences from our regular hirers that use music, eg Tea Dance etc. **Action: Clerk.**

4. To consider the quotes for 5 year fixed wire testing & remedial lightning protection work

The meeting considered the Fixed Wire testing quotes and noted that they varied a great deal in price. The Clerk was requested to gain further quotes and the committee will discuss at the next meeting. **Action: Clerk.**

The Clerk will ask Phil Whittal to check the lightning conductor connection to verify if it does require remedial work. **Action: Clerk.**

5. To consider the quotes received for a microphone and speaker system

The meeting did not agree to the purchase of a microphone and PA system and will hire a PA system for public meetings as necessary.

Signed

Date

6. To consider the quote received for the installation of fencing in the car park
It was agreed that the work was necessary to prevent future accidents where small children cut across the car park, and the Clerk will obtain two more quotes for Full Council to consider. **Action: Clerk.**

7. To consider the quote received for the installation of 3 double-sided signs locating the community centre from Ermin Street
The meeting agreed to the signage at a cost of £313. **Action: Clerk.**

254/BM **CORRESPONDENCE**
None.

255/BM **SEPARATE BUSINESS**

*The Chairman will move the adoption of the following resolution:
That under Section 100(A)(4) Local Government Act 1972, the public be excluded for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.*

The committee discussed the use of an external firm to look at the strategy of the community centre and staffing requirements. It was agreed that the Clerk should make further enquiries and find an organisation that has experience with community-interest businesses that could advise on strategy. The Clerk will feedback at the next BMC meeting.

256/BM **DATE OF NEXT MEETING**

It was noted that the next meeting of the Committee will be held on Wednesday 19th October 2011 at 7pm at the Community Centre.

Meeting closed at 9.15pm.

Signed

Date