

BROCKWORTH PARISH COUNCIL

**MINUTES OF THE MEETING OF THE BUILDING MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 17 FEBRUARY 2010 AT 7.00PM
AT BROCKWORTH PARISH COUNCIL OFFICES**

Present: Councillors: J Hunt (Chairman), Mrs C. Neal, R Furolo, J Shellswell, J Flounders, Mrs L Price (Building Administrator), Mrs J Shirley (Clerk)

Members of the Public: None

179/BM TO RECEIVE APOLOGIES FOR ABSENCE
None.

180/BM MINUTES
The minutes of the meeting held on 16th December 2009 were approved and signed.

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

The damp in the gents' toilets downstairs appears to have dried out. It was agreed to ask the decorator to finish the painting. **Action: Building Administrator to inform the decorator.**

The meeting discussed the quotes received for the background music system in the foyer. The PRS licence will be in the region of £290 per year (1% of letting income). The meeting discussed having a TV monitor for informational items instead of a music system. It was agreed to look at quotes at the next meeting. **Action: Clerk / Building Administrator to obtain quotes.**

The meeting reviewed the cost of phone lines and broadband. It was agreed to go with BT for broadband and continue with BT for the phone lines but without an additional line on the main number. **Action: Clerk.**

The meeting considered the quote received to extend the electrical supply to the second fridge in the staff kitchen. It was agreed to accept the quote. **Action: Building Administrator**

The Halls for Hire booking diary can be made available to view on our website. There is a one-off cost associated with the module and the diary files would have to be updated weekly online. This led to a discussion about the parish council website and the options available. Vision Websites will provide a start-up package website for £395 with full content management being available to the parish council. It was agreed to discuss with Cllr Browning.

The meeting discussed putting together a Discount Policy. It was agreed that all requests for discounts will continue to be considered on a case by case basis. Cllr Shellswell proposed that a policy is looked at further and discussed at the next BMC meeting, seconded by Cllr Neal; vote was 3 in favour and 1 against. **Action: Clerk / Building Administrator to put together more detailed information.**

Signed

Date

Three items of correspondence were discussed:

- A discount request was received from a potential regular hirer. This was turned down by the meeting. **Action: Building Administrator**
- Mobile Library would like to use the community centre car park on Mondays 10am to 4pm for a period of 6 weeks whilst Brockworth Library is being refurbished. It was agreed to let the driver have a look at the available space before deciding which space can be used.
- Thank you email from GCC received for a Saturday conference. Cllr Hunt requested that it be minuted that thanks go to the Clerk and Mrs Kirby for their good work on the day.

Cllr Shellswell suggested that thank you letters be published somewhere, perhaps a testimonials page on the website.

A quote has been received for the cleaning of the carpets - £1.90 per sqm. It was agreed that the Building Administrator will request a demonstration from the cleaning company. It was also noted that the walking group would like a piece of plastic in the main entrance way for them to leave their walking boots on Thursdays and monthly Saturdays. **Action: Building Administrator**

The meeting noted that a survey had been carried out regarding the use of the coffee shop. The main comments were that more selection available at short notice would be appreciated.

It was noted that TBC is hoping to give out one pack of disposable biodegradable bags for the kitchen waste bins, after which householders will be expected to purchase their own or use newspaper to line the bins. **Action: Building Administrator to find out where additional bags can be bought from by members of the public.**

182/BM YOUTH CENTRE

Mr Evans was unavailable to attend the meeting.

183/BM FINANCE

Receive a statement of the costs of running the Community Centre

The Year to Date report was noted. It was agreed that the Clerk will produce a budget variance report for the CC.

184/BM CORRESPONDENCE - There was no further correspondence.

185/BM SEPARATE BUSINESS - There was no separate business.

186/BM DATE OF NEXT MEETING

It was noted that the next meeting of the Committee will be held on Wednesday 21st April 2010 at 7pm at the Community Centre.

Meeting closed at 9.00pm.

Signed

Date