

BROCKWORTH PARISH COUNCIL

**MINUTES OF THE MEETING OF THE BUILDING MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 18 AUGUST 2010 AT 7.00PM
AT BROCKWORTH PARISH COUNCIL OFFICES**

Present: Councillors: J Hunt (Chairman), R Furolo, J Shellswell, Mrs S Lefevre-Wellard, Mrs L Price (Building Administrator), Mrs J Shirley (Clerk)

Members of the Public: None

203/BM TO RECEIVE APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Flounders and Neal. The meeting accepted the apologies and reasons given for absence.

204/BM MINUTES

The minutes of the meeting held on 16th June 2010 were approved and signed.

Cllr Lefevre-Wellard requested an update regarding the evacuation chair investigations. The Clerk confirmed that the evacuation chair is not a legal requirement. However, the building emergency evacuation procedure needs updating to address the needs of less-mobile visitors. **Action: Clerk / Building Administrator.**

205/BM ADMINISTRATORS REPORT

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

It was agreed that we use red and white hazard tape to cordon off the lift during maintenance rather than purchase a lift barrier. **Action: Building Administrator**

It was noted that a replacement window air vent is not available for the main hall front window and it was agreed not to take any action at present.

It was noted that one bike stand in the community centre car park has become damaged and it was agreed to leave repairs until we have similar outside work carried out.

It was agreed to suspend the previous resolution to purchase a TV for the reception area pending investigations into subscribing to a community TV channel, such as The Life Channel which is used in the doctors and Children's Centre. **Action: Clerk.**

Quotation had been received to fit the induction loop. It was agreed to purchase the induction loop equipment from RNID and ask a private contractor to install. **Action: Building Administrator.**

Quotation had been received to fit an outside tap at the rear of the Community Centre. It was agreed to proceed providing that the tap has an isolator valve on the inside of the building and that the tap was contained in a lockable unit. **Action: Building Administrator.**

The meeting discussed the Friday lunch club, which has been very successful. Cllr Hunt suggested that a kitchen assistant was needed for 3 hours on Fridays

Signed

Date

to assist with the lunch. It was agreed to recommend to full council that we recruit for a temporary kitchen assistant at minimum wage. **Action: Clerk.**

Cllr Hunt outlined an idea to run more activities at the Community Centre, eg coffee mornings with parents and babies, and suggested we liaise with the Children's Centre. It was agreed that the Clerk will look into the idea. **Action: Clerk.**

It was agreed to purchase new cutlery for the kitchen. It was also agreed to purchase a wall mounted fly zapper for the kitchen, up to a maximum of £80. **Action: Building Administrator.**

The meeting discussed the need for an oven extractor hood due to the limitations of the existing extractor fan. It was agreed that a commercial extractor hood would be the preferred option and permission would be requested from Full Council to purchase the equipment from capital spend. **Action: Clerk.**

206/BM

FINANCE

Receive a statement of the costs of running the Community Centre
The Year to Date and Budget Variance reports were circulated. It was noted that the Community Centre is showing a profit in the first 4 months of the year, with a projected year loss of £6.5k (last year the building made an overall loss of £29k).

Example criteria for award of discounts for the Community Centre
The Clerk circulated some example wording that could be used in a policy when considering applications for discount. The wording was agreed as follows:

Applications for discount will be considered from:

- (1) Local groups*
- (2) Registered charities*
- (3) Individuals who can show that they provide services for the benefit of the residents of Brockworth*

There are no reduced lettings granted from Tuesday to Thursday (inclusive) between September and May (inclusive) except for the four weeks before Christmas.

Price reductions are subject to a minimum charge to cover the cost of security unlocking and locking the building and any other additional cleaning charges.

The Building Management Committee will consider applications for discount at their bi-monthly meetings.

The Committee reserves the right to refuse any applications for discount. No previous refusals or agreements for discount will influence the current application.

In line with the new policy, it was agreed to invite Brockworth Community Project to apply in writing for room-hire discount for the adult education classes for the calendar year 2011. Prices will revert to full hourly rate if no letter is received. **Action: Clerk / Building Administrator.**

Signed

Date

207/BM

CORRESPONDENCE

Two emails received from the community group "Keep Your Street Green" one thanking the council for the use of the foyer area free of charge, and one requesting that we have a drop-box for the return of forms for the group. It was agreed to host the drop box providing it was not covered in white paper and clearly marked, to ensure no confusion with the Parish Plan drop box. Cllr Shellswell suggested we have a folder of thank you letters available in the reception. **Action: Clerk.**

207/BM

SEPARATE BUSINESS - There was no separate business.

208/BM

DATE OF NEXT MEETING

It was noted that the next meeting of the Committee will be held on Wednesday 20th October 2010 at 7pm at the Community Centre.

Meeting closed at 8.45pm.

Signed

Date