

## BROCKWORTH PARISH COUNCIL

### MINUTES OF THE MEETING OF THE BUILDING MANAGEMENT COMMITTEE HELD ON WEDNESDAY 20 APRIL 2011 AT 7.00PM AT BROCKWORTH PARISH COUNCIL OFFICES

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

**Members of the Public:** Mrs J Perez, Mr J Clarke (for part of the meeting)

**232/BM TO RECEIVE APOLOGIES FOR ABSENCE**

An apology had been received Cllr Shellswell. The meeting accepted the apology and reason given for absence.

**233/BM RECEIVE MARKETING PRESENTATION FROM BEST OF GLOUCESTER**

Clive Hannis from Best of Gloucester and Simon xxx from Group Creative gave a presentation on how marketing the rooms for hire at the community centre could generate new business. The proposal centred around creating two new websites, one aimed at Business customers for the conference facilities, and one aimed at Community customers for the main hall and other facilities, children's parties etc. The existing website would continue to be used for parish council business.

Clive and Simon were thanked for their presentation and they left the meeting.

The meeting discussed the proposal and agreed that the rooms for hire needed marketing properly. Cllr Lefevre-Wellard proposed accepting the proposal and also request the Best of Gloucester to put together an information brochure that we could get printed to send out to customers. All agreed. **Action: Clerk.**

The phone lines were discussed and the meeting agreed that a second phone line was needed, either on the same phone number as presently used or separate the parish council and community centre numbers. **Action: Clerk.**

**234/BM MINUTES**

The minutes of the meeting held on 16<sup>th</sup> February 2011 were approved and signed.

**235/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 put 5 sqm of flooring in the loft for the storage of files. It was also agreed that the contractor be asked to fit a loft ladder and new hatchway and 2 electric lights in the loft. **Action: Building Administrator**

The meeting considered upgrading the maintenance agreement with Baylift. It was agreed to re-discuss when the Clerk has provided figures for the work carried out on the lift in the past year. **Action: Clerk.**

It was agreed to move the Gas supply to Scottish Power. **Action: Clerk.**

Signed

Date

The meeting requested that the Clerk follow up with Gloucestershire Housing Association on the proposal to use the car park at Vicarage Court. **Action: Clerk.**

The meeting discussed a request from Kingfisher Church for the use of the whole building on Sundays at a discounted rate. The meeting decided that the conference room would not be made available, and that the church group could be offered the use of the youth centre area instead, all rooms would be at the normal hire charges plus the cost of unlocking and locking the building.

**Action: Building Administrator.**

A request from another charitable group for Sunday use was considered and the same criteria was applied, and no discount would be offered.

It was agreed that the youth centre area would be charged at £12.50 + VAT with effect from 1<sup>st</sup> July 2011, when the lease with GCC is terminated.

**236/BM**

**FINANCE**

Receive a statement of the costs of running the Community Centre

The Year to Date and Budget Variance reports were circulated. An updated income and expenditure report for the coffee shop was also circulated and it was noted that the coffee shop had made a profit of £3,386.52 over the year.

**237/BM**

**PUBLICITY**

Discussed under item 233/BM.

**238/BM**

**CORRESPONDENCE**

None.

**239/BM**

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

**240/BM**

**DATE OF NEXT MEETING**

It was noted that the next meeting of the Committee will be held on Wednesday 15<sup>th</sup> June 2011 at 7pm at the Community Centre.

Meeting closed at 8.55pm.

**Signed**

**Date**