

BROCKWORTH PARISH COUNCIL

**MINUTES OF THE MEETING OF THE BUILDING MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 21 APRIL 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: One member

187/BM TO RECEIVE APOLOGIES FOR ABSENCE
None.

188/BM MINUTES
The minutes of the meeting held on 17th February 2010 were approved and signed.

189/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 to have the Mobile Library on Mondays in the car park, providing that it was moved to the back of the community centre if having it in the front proved to be problematic.

It was agreed to order the anti-fade no-smoking signs for the exterior of the Community Centre. **Action: Building Administrator.**

It was agreed to display the Community Centre opening times at the entrance of the centre and make the distinction for the Parish Council office opening times. **Action: Building Administrator.**

The water from the hot water taps in the toilets had been checked and found to be too hot. The recommendation is to have mixer valves fitted. **Action: Building Administrator to get 3 quotes for the work involved.**

The meeting considered the options for an Induction Loop for the hearing impaired as required by law. It was agreed to seek advice from the RNID. **Action: Building Administrator.**

The meeting considered the quote for the TV / informational screen for the foyer area. It was agreed to get 2 more quotes. **Action: Building Administrator.**

The meeting discussed the biodegradable food bags. It was agreed that as the bags are already available locally not to provide them from the community centre. The Building Administrator will find out prices from local supermarkets and display the information in reception. **Action: Building Administrator.**

We are giving out dog waste bags at an average of 62.5 packs a month. It was agreed to order new supplies once we are down to the last 5 boxes. **Action Clerk / Building Administrator.**

Signed

Date

The kitchen income figures were circulated. The Conference Centre Assistant is interested in running a weekly lunch club for the elderly (2 course lunches with a drink). Cllr Furolo highlighted that Tewkesbury Borough Council will need to be informed if we intended to cook hot meals. Cllr Neal volunteered to talk to the elderly clubs in Brockworth to gauge interest. Cllr Hunt volunteered to talk to Millbrook Lodge regarding transport. It was agreed that the lunch club idea would be trialled for 3 months once transport had been sorted out.

Action: Cllrs Hunt / Neal.

It was agreed that the Clerk and Building Administrator could purchase small square tables for the foyer area up to a maximum total price of £200. **Action: Clerk / Building Administrator.**

The meeting considered changing the buffet menu to include a salad buffet as well as the usual sandwich buffet. The meeting discussed the Conference Centre Assistant catering all buffets if she felt able to take it on. Cllr Hunt expressed concern that the preparation of food would fall to office staff in the event of kitchen staff being absent. The Clerk, Building Administrator and Cllr Neal will all have Food Safety qualifications and could help out in a short-term emergency. For longer term catering, we would use external caterers. **Action: Building Administrator to take forward.**

The Youth Centre manager is organising a “no balls” sign for outside the MUGA. The location is to be agreed once size of the sign is known.

The meeting discussed the continuation of the monthly Saturday coffee shop opening. Cllr Hunt suggested continuing for a few more months to trial it for a bit longer. It was agreed that the Clerk and Building Administrator would organise unlocking and locking the community centre for the Assistant to run the Coffee Shop one Saturday per month. **Action: Clerk / Building Administrator.**

The occupiers of Office 1 have given notice to leave. New tenants have been found and will be moving in on 19th July.

The committee agreed that the following clause would be inserted into all new and renewed leases:

“On the renewal of the annual lease, the landlord’s agent will inspect the office to ensure that the office is in a clean and tidy condition, and will require remedial decoration and repairs to be carried out before the lease is renewed”.

Action: Clerk.

It was agreed that Office 1 be re-decorated prior to the new tenants moving in. **Action: Building Administrator to request a quote.**

190/BM

YOUTH CENTRE

Mr Evans was unavailable to attend the meeting due to a prior engagement. This agenda item will be removed from future agendas unless there is a specific matter to discuss and Mr Evans will make himself available. **Action: Clerk**

191/BM

FINANCE

Receive a statement of the costs of running the Community Centre
The Year to Date report was noted. The Clerk was reminded to produce a budget variance report for the CC for the next meeting. **Action: Clerk.**

Signed

Date

Review Utilities for the Building

It was agreed to move the electricity to Eon. The committee noted that there might be a penalty payment to terminate the contract with nPower but the annual savings far out-weighed this cost. **Action: Assistant Clerk.**

It was agreed to move the gas to Scottish & Southern Energy. **Action: Assistant Clerk.**

Charging / Discount Policy for the Community Centre

It was agreed to remain at the current charging structure and that community groups requesting a discount should do so in writing for consideration by the committee.

192/BM

CORRESPONDENCE

The Parish Council has been invited to tender to the NHS to provide a conference facility. It was agreed to put in a bid at £15 per hour plus VAT. **Action: Clerk.**

193/BM

SEPARATE BUSINESS - There was no separate business.

194/BM

DATE OF NEXT MEETING

It was noted that the next meeting of the Committee will be held on Wednesday 16th June 2010 at 7pm at the Community Centre.

Meeting closed at 9.10pm.

Signed

Date