

Gnosall Parish Council

Minutes of the meeting of the Grosvenor Centre Committee held on Tuesday 26 January 2010 at 7.30pm in the Parish Office

Present: Cllr G Payne (in the Chair), Cllr M Booth Cllr R Kelly, Cllr D Willetts, Cllr T Simkin, Jayne Cooper, Mr B Stokes (for items 1-5 only)

Press and Public Open Forum – none present

1	To receive apologies and record absences Apologies received from Cllr Sharp and Cllr R Greatrex.	
2	To receive any declarations of interest. Cllr Simkin declared to the committee that her parents are employed at the Grosvenor Centre. Cllr Payne declared an interest regarding item 11 as he is a relative of the director of one of the companies who had submitted a quotation.	
3	To receive and confirm the minutes of the meeting held on 27 October 2009 The minutes were proposed, seconded and agreed as an accurate record.	
4	To consider matters arising not elsewhere on the agenda a) Modification of drawings – it was agreed, subject to the Vice Chairman not having any objections, to remove this standing item as this matter would be covered under the feasibility report and any subsequent project plans. b) Meter checks – it was confirmed that the gas meter was turned off for 12 hours and no movement was recorded. Weekly checks continue.	
5	To receive an updated feasibility report Version 2 of the first final draft, having previously been circulated, was discussed. Mr Stokes confirmed action that is outstanding and said he would be completing the report in the next few weeks ready for the March Council meeting. Several queries regarding the content of the report were highlighted and Mr Stokes clarified them. Attention was drawn to pages 30-32 in the report which gave a programme plan for the next 24 months. It was emphasised that this report, along with the Parish Plan, would start to identify the needs of the community, it would be used as a tool kit to assist in consulting with parishioners about what they would like. Project plans for specific projects would be a follow up stage, facilitated by the completed feasibility report. Committee members were asked to pass any further comments or	

	questions direct to Mr Stokes (keeping the Clerk informed). The next project team meeting had been planned for 24 February.	Gros. Cttee
6	<p>Maintenance requirements:</p> <p>a) To confirm a 12 month maintenance programme to include boiler maintenance It was agreed to wait for the report following the dilapidation/access audit and then consider any maintenance requirements.</p> <p>b) To consider arrangements for weekend call outs. It was agreed that contact details are displayed in the Grosvenor Centre informing users of telephone numbers to use in the event of any emergency. The Caretaker and DPS numbers are to be used first followed by Grosvenor Centre Committee members (subject to approval of these councillors). The person called should be prepared to visit and assess the situation and then speak to others before taking action except in an extreme emergency.</p> <p>c) To consider sourcing funding for roof insulation It was agreed to wait for the report following the dilapidation/access audit and then consider this matter.</p> <p>d) To review water usage and associated costs For the next meeting, the Clerk agreed to obtain details of water costs and provide an analysis of any increase.</p> <p>The Clerk informed the committee that Mr Rock who had begun the dilapidation survey that day had reported weather damage to the brickwork on the chimney above the nursery. The face of some of the bricks had become frost damaged and had fallen into the playground (examples were shown). In addition he had informed the Clerk that there are about 6 loose tiles on the main roof which, in bad weather, could fall. Committee agreed that the Clerk should obtain three quotes to have this work carried out as soon as possible in light of the safety issues and in accordance with point 3.5 of the financial regulations.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
7	<p>To receive information and advice given from a SBC Building Inspector regarding ventilation issues, including the replacement windows fitted in April 2009</p> <p>It was reported that a building inspector had visited Rosebuds nursery on 11 January to inspect the condensation problem. He confirmed that the air in the building was not being changed sufficiently and suggested a ventilation/heating specialist be asked to carry out a survey. He said that this problem could have been caused by the recent very cold spell of weather. The ventilation specialist suggested would cost a minimum of £250 to carry out a survey therefore it had been agreed to wait for the results of the dilapidation/access audit which would include a report on</p>	

	<p>ventilation. There had also been a suggestion that trickle vents in the new windows could be beneficial but this had been disputed.</p> <p>It was agreed that the dehumidifier, hired during the cold weather spell, is returned.</p>	
8	<p>To discuss Grosvenor Bookings</p> <p>a) To receive an updated copy of booking conditions Minor amendments were made to the revised booking conditions which would be implemented with immediate effect.</p> <p>b) To confirm arrangements for charity bookings It was agreed that concessions are given to charities who have a registered charity number and who are booking the centre for fund raising purposes. Charities would receive their first booking in a 12 month period, free of charge (up to a maximum of 4 hours), the second booking at half of the usual fee (up to a maximum of 4 hours) and the third and any subsequent bookings at the normal rate. The Booking Clerk to refer any doubtful bookings to the Grosvenor Committee.</p> <p>c) To discuss payments for Mothers and Toddlers bookings It was proposed, seconded and agreed to increase the fee paid by Mothers and Toddlers to £16 per session as from 1 April 2010 and from 1 April 2011 to the full rate.</p> <p>d) To discuss GPN bookings and associated costs Details of booked sessions and booking fees were read out by the Clerk. It was noted that many additional sessions (mainly Saturday mornings) are being used for printing and collating documents, not always the GPN. These additional sessions had not been booked in accordance with the correct procedures. Cllr Booth agreed to discuss this with the editor of GPN and hopefully solve the problem.</p>	<p>Booking Clerk</p> <p>Booking Clerk</p> <p>Booking Clerk</p> <p>Cllr Booth</p>
9	<p>To consider work associated with fitting cycle parking stands</p> <p>The Parish Handyman had produced a brief report regarding the work involved in fitting the cycle stands. The location agreed to site the stands was directly above the cellar and there is not enough hard surface to submerge the cycle stand fittings. Suggestions were detailed in the report and it was agreed to swap the stands to a similar model, of the same price but are fitted with base plates rather than submerged fittings.</p>	Clerk/ Handyman
10	<p>To confirm the date of the next meeting 18 May 2010 at 7.30pm</p>	
11	<p>Due to the confidential nature of the business to be transacted, it was agreed to exclude the press and public. See confidential appendix for details. Cllr G Payne left the room.</p> <p>Quotations for replacement lighting in the Grosvenor Centre main hall were considered.</p>	

