

Gnosall Parish Council

Minutes of the Grosvenor Centre Committee meeting held on Tuesday 8 November 2011 at 7.30pm

Present	Cllr Payne (in the chair)	Cllr Greatrex	Cllr Willetts
	Cllr Alker	Cllr Wilkes-Mellor	Cllr Simkin
	Cllr Boston	Cllr Wallis	
	Jayne Cooper, Clerk		

PUBLIC OPEN FORUM

Nothing raised

- 1 To receive any apologies and record absences**
Received from Cllr Hughes, Cllr Abbott
- 3 To receive any declarations of interest**
Cllr Simkin declared an interest as her parents are employees of the Grosvenor Centre
- 4 To receive and confirm the minutes of the last meeting held on 27 July 2011**
The minutes were proposed, seconded and agreed as an accurate record.
- 5 To consider any matters arising from the minutes not elsewhere on the agenda.**
 - Small kitchen - work on sink unit complete
 - Damp in nursery - work to commence Saturday 12 November. Job to be monitored carefully and if damp returns it may be that one unit is not sufficient for the job and a second unit may be required. Consideration to be given to Rosebuds agreeing to install extractor fan in kitchen in line with the notes of the meeting held in June 2011
 - Electrical bonding work - completed
 - Specification for car parking - Cllr Payne working on this. It was agreed that quotes be requested for plastic surfacing and stoned surfacing, not tarmac as this would require a drainage system and planning permission.
 - 2 water meters for parish office and St John building fitted
 - Part for urinal - to be purchased. Clerk will action
 - Revised fees for bookings commenced 1 September 2011. Letter to be sent to Phoenix group to make sure the times booked are in line with the times the centre is used. Clerk to action
 - Gypsy group have used Grosvenor twice so far
 - Letter sent to St John Ambulance reminding them that lease expires in Sept. 2012
 - Library consultation ended 7 November.
- 6 To receive a report from Staffordshire Fire Service regarding safety in the Grosvenor Centre**

Following a visit of Staffordshire Fire Service, an updated Fire Risk document had been received and Grosvenor staff, the Clerk and Cllr Payne had met to review the document. There are a few areas that need attention to ensure the centre is following the correct procedures for fire safety which include details of fire evacuation procedures being issued to all hires, a fire detection system being considered to replace the fire alarm system currently in place, staff training on fire evacuation and a new external bin with a metal lid rather than a rubber lid. An action plan would be prepared following the fire risk exercise and actioned accordingly.

7 To consider storage in the Grosvenor Centre including:

- a) Phoenix Club's 12 month agreement to use spare cupboard for storage**
- b) Request from Whist Club (new booking) for storage of 20 card tables**

Items a) and b) were taken together and it was agreed that the new whist tables would be stored in the cupboard currently used by Phoenix Club which is under utilised and the weekly fee paid by Phoenix would be reduced from £5 to £4. Phoenix and Whist groups to be informed.

c) Reorganisation of main storage area

In line with comments received from the Fire Safety Inspection, the electrical areas within the chair store would be sectioned off to ensure no equipment is stored in front of it. Mothers and Toddlers and Tai Kwondo groups will be asked to reduce the amount of equipment stored and keep their areas tidy.

8 To agree the way forward for the renewal of St John Ambulance lease from 2012

It was noted that the current leases expires in September 2012. St John Ambulance had received a letter reminding them of the date and that GPC would be reviewing the lease in the next few months.

It was proposed, seconded and agreed to instruct a land agent to provide a rent valuation of the land in question it was also agreed that now a water meter had been fitted, charges should be applied with immediate effect. Clerk to action.

It was agreed the lease would be reviewed by Grosvenor Committee at its next meeting and should be circulated beforehand. Councillors to raise any questions before the committee meeting.

9 To consider any maintenance requirements

Maintenance requirements reported included: emergency lights at the rear of the building, hanging cables at the rear of the centre, broken slab outside door of small kitchen, rail required outside the small kitchen, broken ceiling tiles in main hall and decorating the main hall, coffee lounge, entrance and disabled toilet.

10 To receive any correspondence relating to the Grosvenor Centre

None received

11 To confirm the date of the next meeting

12th January 2012

To exclude press and public while confidential business is discussed

12 To consider quotations for replacement fascia boards

Three quotations had been received which varied slightly. Advice given from contractors was that the fascia boards at the nursery end of the building do not need replacing. GPC had not indicated the width of the fascia board to be used and Cllr Payne, following some research reported that 10mm fascia has to be used when covering existing board with cover board which is what is required for this job

(removing the current boards completely would have implications to roof tiles and felting).

It was therefore decided to ask contractors to resubmit quotations to cover the existing boards, (removing and rotten wood), with 10mm cover board, replacing guttering and down pipes at the rear end of the centre only. The Clerk to action and prepare a clear, detailed specification.

13 To consider quotations for replacement padded chairs

Details of prices for various styles of chairs received from four different companies were discussed. It was agreed to make an order for 150 WW20 type chairs from Accolade (local company) subject to them agreeing to supply a sample chair for final checking as well as confirmation that the chairs stack. Colours of fabric were circulated and it was agreed that the colour “cinnamon” be ordered.

14 To consider budget requirements for 2012-2013

Budget headings for 2012/13 were reviewed and recommendations made for each one were agreed and would be passed to Resources Committee for its meeting later in November. It was agreed that current project headings ie tennis courts and bowling green be removed and replaced with “projects”.

The rules regarding charity bookings were also reviewed and it was agreed that changes be implemented from 1st January 2012 as follows:

- Main Hall hourly rate for charity bookings would be £7.00 per hour
- Brearley Room hourly rate for charity bookings would be £3.50 per hour
- Kitchen rates would remain at £6 for the large kitchen and £2 for the small kitchen

It was confirmed that only local charities (within the parish) should benefit from the reduced prices

At the next meeting the fees for Saturday bookings would be reviewed as well as the possibility of purchasing staging for the main hall.