

**Gnosall Parish Council**  
**Minutes of the Grosvenor Centre Committee meeting**  
**Held on 23rd September 2014 at 7.30pm**

Present: Cllr K Abbott, Cllr D Willetts, Cllr P Alker, Cllr M Hughes, Cllr T Simkin, Cllr S Green,  
Cllr R Greatrex, Jayne Cooper

**Press and Public Open Forum** – one parishioner present but had nothing to raise.

1	<b>To receive any apologies and record absences</b> Apologies from Cllr Wallis	
2	<b>To receive any Declarations of Interest</b> Cllr Simkin declared an interest as her parents are employees of the Parish Council working at the Grosvenor Centre.	
3	<b>To receive and confirm the minutes of the meetings held on 3<sup>rd</sup> June 2014</b> The minutes of the meeting on 4 February 2014 were approved as a true and accurate record	
4	<b>To consider any matters arising from the minutes not elsewhere on the agenda</b>  A) DPS contract. Prior to the annual review being held with the current DPS, it was agreed to write to all licensed premises and known licence holders in the village to ascertain whether any of the licensees would be interested in the role of DPS for the Grosvenor Centre. The Clerk, as requested, had obtained up to date details regarding Temporary Event Notices. The current fee is £21 for each notice therefore it was felt, this fee, added to the booking fee would deter hirers.  B) Checks to the water supply and current regulations had been checked. No further action would be necessary.	Clerk
5	<b>To review the maintenance programme and prioritise jobs including jobs arising from the Risk Assessment carried out in February 2014</b>  The updated maintenance programme was reported. The majority of the jobs had been completed. Jobs arising from the Risk Assessment would be added to the maintenance programme that now consisted of mainly routine maintenance work that would be carried out by the Handyman. The new kitchen cupboards to be fitted under sink in large kitchen would be carried out during the winter months. Cleaning equipment for the chairs had been hired for 24 <sup>th</sup> and 25 <sup>th</sup> September.  New Jobs - The red wall in the Grosvenor to be repainted and possibly a dado rail to be added to prevent the tables damaging the walls. The Clerk to arrange  It was noted that bookings remain steady with the centre being used each weekday/night for regular classes. Most weekends have bookings for parties and functions. Grosvenor Centre income and expenditure would be reported at the next Resources Committee meeting.	H/man  Clerk  Clerk
6	<b>To receive a report following the meeting held on 17<sup>th</sup> September regarding possible changes to the future use of the Grosvenor Centre.</b>  Some Councillors had met to discuss the future use of the Grosvenor Centre taking	

	<p>into consideration changes in the village such as the loss of the library, youth club and information obtained from the Neighbourhood Plan feedback report that had highlighted facilities that parishioners would like such as sports facilities. A visit to Madeley Community Centre in Newcastle had been arranged as this had been identified as a modern centre offering a variety of facilities to local people. Feedback from this meeting would be shared at a Neighbourhood Plan public event on 16<sup>th</sup> October.</p>	
7	<p><b>To receive any correspondence/communication in relation to the Grosvenor Centre</b></p> <p>Grosvenor Centre use as emergency centre – members were reminded that the Grosvenor Centre is a designated building registered with Stafford Borough Council for use in emergency situations. This is renewed each year. It was agreed to add several contact telephone numbers including the Chairman, Caretaker, and Clerk.</p> <p>PRS Licence for Music Renewal – the Clerk informed members that the renewal notice had been received and she would be updating all the necessary information. The invoice is awaited.</p> <p>Communications Committee had requested a named representative from Grosvenor Committee to send regular reports relating to the Grosvenor Centre for inclusion in council publications. It was agreed Cllr Abbott, as Chairman would take on this role.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Abbott</p>
8	<p><b>To confirm the date of the next meeting</b></p> <p>The next meeting would be held on 21 October at 7.30pm (Cllr Abbott tendered his apologies)</p>	
9	<p><b>To exclude the press and public whilst confidential information is discussed</b></p> <p><b>To receive quotations for a PA system</b></p> <p>At a full Council meeting held in February 2014 approval to purchase a PA system for the Grosvenor Centre had been granted subject to 3 quotations being received. Three companies had been provided with identical specifications for the required equipment; quotations had been received and were reviewed. It was proposed, seconded and agreed to accept the quotation from Dolphin Music. The Clerk, with the help of Cllr Abbott, to action and attempt to have the equipment supplied by Dolphin Music and fitted by the Handyman in time for the next public meeting on 16<sup>th</sup> October.</p>	<p>Clerk, Cllr Abbott</p>
10	<p><b>To receive quotations for the removal of the Air Conditioning Units</b></p> <p>As previously requested, 3 quotations had been requested for the safe removal and disposal of the old air condition units. Two quotations had been received and were reviewed. It was proposed, seconded and agreed to accept the quotation from M Walsh Refrigeration. Clerk to action.</p>	<p>Clerk</p>

Meeting ended at 8.30pm

**Confidential Appendix**  
**Grosvenor Committee minutes**  
**Meeting held on Tuesday 23<sup>rd</sup> September 2014**

9	<p><b>To exclude the press and public whilst confidential information is discussed</b></p> <p><b>To receive quotations for a PA system</b></p> <p>At a full Council meeting held in February 2014 approval to purchase a PA system for the Grosvenor Centre had been granted subject to 3 quotations being received. Three companies had been provided with identical specifications for the required equipment, quotations had been received and were reviewed</p> <p>1 – Millennium Music Software could provide all equipment on the detailed specification at a cost of £1640.24 + VAT</p> <p>2- Dolphin Music could provide all equipment on the specification at a cost of £1491.67 + VAT</p> <p>3- Gear4Music was not able to match the specification and had offered some (not all) alternative equipment at a cost of £1362.60</p> <p>It was proposed, seconded and agreed by all members to accept the quotation from Dolphin Music. The Clerk, with the help of Cllr Abbott, to action and attempt to have the equipment supplied by Dolphin Music and fitted by the Handyman in time for the next public meeting on 16<sup>th</sup> October.</p>	Clerk Cllr Abbott
10	<p><b>To receive quotations for the removal of the Air Conditioning Units</b></p> <p>As previously requested, 3 quotations had been requested for the safe removal and disposal of the old air condition units</p> <p>Two quotations had been received and were reviewed</p> <p>AA Cooling Ltd quotes for the un-installation of units but not removal at £528  M Walsh Refrigeration quoted for the removal and disposal of units at £419</p> <p>It was proposed, seconded and agree by all members to accept the quotation from M Walsh Refrigeration. The Clerk to action.</p>	Clerk

The meeting closed at 8.30pm