

**Gnosall Parish Council**  
**Minutes of the Grosvenor Centre Committee meeting**  
**Held on Thursday, 28<sup>th</sup> July 2016 at 7.30pm**

Present: Cllr K Abbott (in the Chair), Cllr S Green, Cllr T Simkin, Cllr S Powell, Cllr P Alker  
 (Minutes)

**Press and Public Open Forum – none present**

1	<p><b>To elect a Chairman and Vice Chairman</b></p> <p>Cllr Abbott was proposed, seconded and agreed as Chairman of the Grosvenor Committee. Cllr Abbott accepted the role.</p> <p>Cllr G Payne had written to the Clerk to confirm that he was prepared to continue as Vice Chairman on the Committee if he was re-elected. It was proposed, seconded and agreed that Cllr Payne be re-elected as Vice Chairman of the Grosvenor Committee in his absence.</p>	
2	<p><b>To receive any apologies and record absences</b></p> <p>Apologies from Cllr J Cook (family commitment), Cllr G Gregory (prior appointment), Cllr G Payne and J Cooper (both on holiday).          Cllr S Wallis was absent.</p>	
3	<p><b>To receive any Declarations of Interest</b></p> <p>Cllr Simkin declared an interest as her parents are employees of the Parish Council working at the Grosvenor Centre, she is a trustee on the Village Hall Committee and a member of the Youth Club Committee.</p>	
4	<p><b>To receive and confirm the minutes of the meeting held on 9<sup>th</sup> March 2016</b></p> <p>The minutes of the meeting held on 9<sup>th</sup> March were approved as a true and accurate record.</p>	
5	<p><b>To consider any matters arising from the minutes not elsewhere on the agenda</b></p> <ul style="list-style-type: none"> <li>▪ <b>Stand for PA system</b> - this item is outstanding. KA to action.</li> <li>▪ <b>Grosvenor Boundary Wall</b> - the gap in the boundary wall had been reinstated and action completed.</li> <li>▪ <b>Risk Assessment guidance and Health and Safety policy-</b> Risk assessment guidance was in the process of being adapted to make it relevant to the Grosvenor Centre and would be forwarded to Committee members in due course. A Health and Safety policy had been drafted and would be emailed for comment.</li> </ul> <p>There was some discussion around the need to place an incident book in the Grosvenor Centre to record accidents and near misses. It was suggested that a book be placed in one of the kitchens and tethered to the wall to keep it secure.</p> <ul style="list-style-type: none"> <li>▪ <b>Feedback from Village Liaison Group</b> – HBCL confirmed that the Village Memorial Hall would not be going forward with any joint projects.</li> </ul>	<p>KA</p> <p>KA</p> <p>Clerk</p>

6	<p><b>To discuss plans to progress enhancing the Grosvenor Centre</b></p> <p>As the Grosvenor Project Group meeting had had to be rescheduled, this item was deferred. The next Grosvenor Centre Committee meeting is scheduled for 6<sup>th</sup> September and it was suggested that the Grosvenor Project Group may wish to meet then.</p>	Clerk
7	<p><b>To receive an update on current bookings and income to date</b></p> <p>Income from Grosvenor Centre bookings up to 27<sup>th</sup> July, was reported as £6,033.50.</p> <p>Bookings remain steady and it was noted that ‘one off’ bookings attracted several birthday parties, Christenings and Wedding receptions.</p> <p>With regard to Charity Events, it was noted that MacMillan was holding several events over the year. It was agreed to look at the Council’s policy on the hiring of the Centre by Charity Groups as it was unclear whether MacMillan was using the venue free of charge or paying a half or full fee.</p> <p>As the Grosvenor Centre is a village facility, it was suggested that a record of non-fee paying events be kept for monitoring purposes.</p>	<p>CSO/KA</p> <p>CSO</p>
8	<p><b>To receive any correspondence/communication in relation to the Grosvenor Centre</b></p> <p>As the Youth Club had exceeded a membership of over 40+, their current building is too small to accommodate so many children at any one time. A request had been made by the Youth Club to use the Grosvenor Centre on Wednesday evenings when there are no bookings. Following discussion it was agreed that the Youth Club could use the facility, free of charge, when required on the understanding that if a booking is requested, the booking will take priority.</p>	
9	<p><b>To confirm the date of the next meeting</b></p> <p>It was agreed that the date of the next meeting be deferred until after the Grosvenor Project Group had met.</p>	Clerk