

Gnosall Parish Council
Minutes of the Grosvenor Centre Committee meeting
Held on 4th December 2018 at 7.30pm

Present: Cllr C Emsley (in the Chair), Cllr T Simkin, Cllr G Payne, Cllr S Powell, Cllr G Gregory, Jayne Cooper

Press and Public Open Forum – none present

1	To receive any apologies and record absences Apologies were received from Cllr Abbott Cllr Green had recently resigned from Council therefore there is vacancy on this committee.	
2	To receive any Declarations of Interest Cllr Simkin declared an interest as her parents are employees of the Parish Council working at the Grosvenor Centre and Cllr Emsley declared an interest as his daughter is an employee at Rosebuds Nursery.	
3	To receive and confirm the minutes of the meeting held on 7th August 2018 The minutes of the meeting held on 7th August 2018 were approved as a true and accurate record	
4	To consider any matters arising from the minutes not elsewhere on the agenda There were no matters arising.	
5	To receive and update from the Grosvenor Centre Enhancement Working Group The Grosvenor Centre Working group had not met since September because of other council commitments and ongoing projects. Members were reminded that Council had agreed that the Working Group should proceed with plans to modify and enhance the current building. Council would consider the need to set aside funds for this project at the Resources Committee meeting on 6th December. Prior to any decisions being made to reprioritise the needs for an enhanced centre, professional advice would be sought to determine whether or not it is possible to create another floor to the current building, (ie would existing foundations support another floor or could existing foundations be strengthened). The Working Group would, in the New Year, contact architects who advised the Working Group in February 2018. Any fees associated with obtaining this advice that would be met from funds set aside in the parish council's budget. Based on the advice from architects the identified needs list would be reviewed and priorities reconsidered. It was acknowledged that some of identified needs are likely to be removed from the original list.	
	<i>Items 6, 7 and 8 were taken together</i> To review bookings and income to date, to confirm arrangements for the renewal of Rosebuds Nursery Lease and to discuss bar operations A report on up to date bookings was reviewed and it was acknowledged that bookings remain healthy with the centre being used most days and evenings. Income up to the end of October 2018 was also reported. Renewal of Rosebuds Lease Members received a report following a meeting with Clerk, Chair of	

	Grosvenor Committee and Chair of Resources at which various options for the renewal of Rosebuds lease had been explored along with useful information on recent increases in commercial rates and retail properties. Committee members were asked to consider the options presented. It was agreed that the owner of Rosebuds Nursery should be offered a lease with sliding scale of rent increase depending on the length of the lease. It would be favourable to both Rosebuds owner and the Parish Council for a 5 year lease to be agreed, the rent increase would be 1.5% per annum. Bar Operations The Council's designated Premises Supervisor was no longer the landlord at The Horns pub and had informed Council that he was no longer able to offer a bar and catering service at the Grosvenor Centre. Stafford Borough Council's licensing department had been informed. Various options were discussed including: a) A "bring your own" option b) Revert to applying for temporary licences each time a hirer wants a bar service, hirer would have to pay an additional fee of £23 and would have to find someone with a Personal Licence willing to sell alcohol. c) Search for another DPS d) Consider a mobile bar service. The landlord at The Cock Inn at Woodseaves and a mobile bar service from Great Chatwell offer this service for a fee of around £150 Members felt the additional fees for a mobile bar service would be expensive. Efforts to appoint a DPS in the past had proved very difficult; all local personal licence holders had been approached more than once but were not prepared to take on this role. It was therefore, agreed that option A is preferable. Should hirers wish to have a bar, the onus would be on the hirer to find a personal licence holder to provide this service. Should a licence holder approach the Council with a view to becoming a DPS, this would be considered by the committee. The Council Support Officer to ensure the monthly advert in GPN is amended accordingly.	
9	To discuss plans to replace the relief Caretaker/Cleaner The previous Relief Caretaker had been co-opted as Parish Councillor and was no longer able to be paid for covering the Grosvenor Centre caretaking and cleaning duties. This was discussed and it was agreed to use the services of councillors rather than appoint a paid Relief Caretaker/Cleaner.	
10	To consider any maintenance requirements Members were informed of maintenance carried out in the last month by the Handyman that included repairs to external emergency lighting, the fire alarm system, repairs to toilets and repairs emergency light in the big kitchen. • The markings on the control knobs on the cooker (in the large kitchen) had faded. Clerk to find out whether a new control panel could be purchased. • The water heater in the small kitchen needs attention, possibly the filter replacing. • It has been agreed some time ago to purchase a water heater for the large kitchen. This to be actioned.	Clerk Clerk

	There were no other maintenance jobs outstanding however the professional testing of the electrical system is needed as a matter of priority. The Clerk had obtained one quotation of £200 and it was agreed that this should be actioned straight away and this service should be looked at in the form of a contract to be carried out every 3 years.	Clerk																										
11	To receive any correspondence/communication in relation to the Grosvenor Centre Fire Safety –up to date information had been obtained from the Fire Safety Officer. It was reported that: • Fire safety laws changed in 2006 when fire service stopped carrying out inspections of low risk premises such as community centres. Inspections should be carried out by ‘responsible person’ for the premises. Fire Safety Certificates are no longer issued, as inspections are carried out in-house. • The fire alarm activation boxes located in buildings should be tested rotationally on a weekly basis and that the testing should be recorded in a log book. • The emergency lighting should be tested on a monthly basis and the testing should be recorded in a log book • There should be an annual Fire Risk Assessment, which should be recorded in a log book. Information regarding the layout of the Grosvenor Centre building, fire exits etc had been forwarded to the Fire Safety Inspector for information. It was noted that the Council is currently compliant with the annual inspections of the fire safety equipment and annual PAT inspections. The Clerk to speak with the Handyman to ensure tests as detailed above are scheduled and recorded as necessary.	Clerk																										
12	To confirm the date of the next meeting To be confirmed.	Clerk																										
	To exclude the press and public whilst confidential items are discussed To consider budget requirements for 2019/20 The budget headings were reviewed alongside the previous financial year as well as expenditure to date in the current financial year. The Council Support officer to make enquires with other local community centres to find out hire fees and services offered. Budget proposals to be presented to Resources Committee were agreed as: 2019/2020 <table><tr><td>Marketing</td><td>£100</td></tr><tr><td>Electricity</td><td>£4000</td></tr><tr><td>Gas</td><td>£3250</td></tr><tr><td>Water</td><td>£2600</td></tr><tr><td>Cleaning materials</td><td>£750</td></tr><tr><td>Fire Protection</td><td>£200</td></tr><tr><td>Licences</td><td>£500</td></tr><tr><td>Repairs and Renewals</td><td>£2000</td></tr></table> Projects <table><tr><td>Grosvenor Centre projects</td><td>£20,000</td></tr></table> Income <table><tr><td>Rosebuds Lease</td><td>£18,748</td></tr><tr><td>Hire of Grosvenor Centre</td><td>£16,0000</td></tr><tr><td>Water/Insurance</td><td>£1000</td></tr><tr><td>Rent from Staffordshire Police</td><td>£2080</td></tr></table>	Marketing	£100	Electricity	£4000	Gas	£3250	Water	£2600	Cleaning materials	£750	Fire Protection	£200	Licences	£500	Repairs and Renewals	£2000	Grosvenor Centre projects	£20,000	Rosebuds Lease	£18,748	Hire of Grosvenor Centre	£16,0000	Water/Insurance	£1000	Rent from Staffordshire Police	£2080	
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