

**Gnosall Parish Council**  
**Minutes of the Grosvenor Centre Committee meeting**  
**Held on 4<sup>th</sup> June 2019 at 7.30pm**

Present: Cllr C Emsley (in the Chair), Cllr T Simkin, Cllr G Payne, Cllr J Archer, Cllr G Gregory, Cllr J Lammin and Jayne Cooper

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

1	<p><b>To elect a Chairman</b></p> <p>Cllr Emsley was proposed, seconded and agreed as Chairman of the Grosvenor Committee. Cllr Emsley accepted this position.</p> <p><b>To elect a Vice Chairman</b></p> <p>Cllr Payne was proposed, seconded and agreed as Vice Chairman of the Grosvenor Committee. Cllr Payne accepted this position</p>	
2	<p><b>To receive any apologies and record absences</b></p> <p>Apologies were received from Cllr Powell</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</p> <p>Cllr Archer declared an interest in discussions about the bar provision and Designated Premises Supervisor role.</p> <p>Cllr Emsley declared an interest as his daughter is an employee at Rosebuds Nursery.</p>	
3	<p><b>To receive and confirm the minutes of the meeting held on 5<sup>th</sup> March 2019</b></p> <p>The minutes of the meeting were approved as a true and accurate record</p>	
4	<p><b>To consider any matters arising from the minutes not elsewhere on the agenda</b></p> <ul style="list-style-type: none"> <li>• Item 6 – the weekend booking for a Brownie group had been cancelled.</li> <li>• Item 11 Village Quiz nights – 3 very successful quizzes had been held raising approximately £800 for village groups. Further quizzes are planned.</li> </ul>	
5	<p><b>To review the Terms of Reference for the Grosvenor Centre Committee</b></p> <p>Under the heading Meetings, the words “or more frequently as necessary” to be added. Subject to this one minor change, the Terms of Reference were agreed to be accurate.</p>	
6	<p><b>To receive and update from the Grosvenor Centre Enhancement Working Group and consider storage requests</b></p> <p>Etc Design had been appointed to cover stages 0-1 and then stage 2 of the RIBA scale. On 20<sup>th</sup> May, the working group had held a lengthy meeting with the architect at which the various duties within the agreed stages were discussed. Members of the Working Group had been asked to focus on funding, to consider the displacement of hirers as well as Rosebuds nursery and to revisit the identified needs document. It was agreed that a meeting is required as soon as possible. Clerk to arrange.</p>	Clerk

7	<p><b>To review booking fees</b></p> <p>Hire fees of some local venues had been obtained and compared with Grosvenor Centre hire fees and were found to be very similar. It was agreed to make no changes to the hire fees for the next 12 months.</p>	
8	<p><b>To receive an update on the renewal of Rosebuds Day Nursery Lease</b></p> <p>It was noted that Hand Morgan &amp; Owen, the council's solicitor, is progressing with the renewal dealing directly with Rosebuds Nursery. There would be a need to sign the renewed lease within the next month.</p>	Clerk Cllr Emsley
9	<p><b>To discuss any maintenance requirements</b></p> <p>a) Electrical tests were carried out in April and a number of non urgent jobs had been identified both in the Grosvenor Centre and Rosebuds Nursery. Details were discussed and it was agreed to ask the contractor who carried out the electrical tests to address all matters reported. Clerk to action.</p> <p>b) Carpet in the coffee lounge – meetings with suppliers would be arranged very soon.</p> <p>c) Kitchen refurbishment – unfortunately this project had been delayed to carry out essential work in the parish office. The Handyman would resume work within the next two weeks.</p> <p>d) Improved wi-fi would be complete by mid June.</p> <p>e) Water boiler it had been previously agreed to purchase a new one for the large kitchen. However the one in the small kitchen broke and therefore the new one replaced that. It was agreed that a boiler is still needed for the large kitchen. Clerk to order.</p> <p>f) Hand driers – it was agreed the existing driers are inefficient and should be replaced. The Clerk to order three new air force driers at £295 each.</p> <p>g) Thermostatic Valves – detail had been previously shared with members to install valves on radiators in the Grosvenor Centre. It was agreed to proceed with this at a cost of £560 (inc VAT). The Clerk to action</p>	Clerk  CSO  Handyman  Clerk  Clerk  Clerk
10	<p><b>To receive a report on Fire Risk Assessment</b></p> <p>Cllrs received a copy of draft Fire Risk Assessment Policy and a template for monthly checks and were asked to read the content of both documents for further discussion and approval at a meeting to be arranged. Cllrs Gregory and Lammin as well as Mr Lammin (an experienced fire safety officer) were thanked for preparing these documents.</p> <p>There was brief discussion on more generic Risk Assessments that the Council is required to undertake and it was agreed this should be an agenda at the July Council meeting.</p>	All members  Clerk
11	<p><b>To discuss changes to bar operations</b></p> <p>Cllr Archer left the room</p> <p>Cllrs were reminded that advice previously received from SPCA and SLCC, regarding a councillor taking the role of the Council's DPS, had been accepted by Council and there was no conflict. Advice received from NALC since the appointment of the DPS was contrary to the advice received from SLCC and it was felt that the NALC advisor had not fully understood the arrangement. The Clerk had sought further advice from</p>	

	<p>SLCC's legal advisor who had confirmed that the arrangement with a councillor being a DPS is perfectly acceptable and had provided a detailed written response. The Chair of Grosvenor Committee and Chair of Council had reviewed all paperwork with the Clerk. It was proposed to accept the advice from SLCC and leave the arrangement as it is. This was seconded and unanimously agreed.</p> <p>Cllr Archer joined the meeting.</p> <p>There was a discussion regarding the use of the cellar for bar provisions. It was felt the cellar is not suitable for the storage of many items as it very wet and is ideal for bar provisions.</p> <p>It was proposed that the cellar can be used by the DPS at his own risk, to store equipment and supplies at no charge until such a time when the council may require it. This was seconded and voted in favour. Cllr Archer abstained from voting.</p>	
12	<p><b>To receive any correspondence/communication in relation to the Grosvenor Centre</b></p> <p>It was noted that Cllr Gregory and Cllr Emsley had met with representatives from Zurich Insurance regarding the ongoing claim. Relevant information is being sent to Zurich and a more detailed report would be given to all Councillors at the Council meeting on 10<sup>th</sup> June.</p>	
13	<p><b>To confirm the date of the next meeting</b></p> <p>To be arranged as soon as possible to review Fire Risk Assessments Policy and other documents.</p>	Clerk