

**Gnosall Parish Council**  
**Minutes of the Grosvenor Centre Committee meeting**  
**Held on 18<sup>th</sup> February 2020 at 7.30pm**

Present: Cllr C Emsley (in the Chair), Cllr Gregory, Cllr J Archer, Cllr J Lammin, Cllr G Payne, Cllr M Booth, Steve Hopkins , Jayne Cooper and Stuart Ridgewell

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

1	<p><b>To receive any apologies and record absences</b></p> <p>Apologies received from Cllr T Simkin, Cllr A Mills, Cllr S Powell and Mike Deegan</p>	
2	<p><b>To receive any Declarations of Interest</b></p> <p>Cllr Emsley declared an interest as his daughter is an employee at Rosebuds Nursery.  Cllr Archer declared an interest as the Council's Designated Premises Supervisor.</p>	
3	<p><b>To receive and confirm the minutes of the meeting held on 10<sup>th</sup> December 2019</b></p> <p>The minutes of the Grosvenor Centre Committee 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> <p>There were no matters arising.</p>	
5	<p><b>To receive a report, with costings, on the enhancement of the Grosvenor Centre following a meeting with ETC Design and Rigby Thorpe</b></p> <p>All members had previously received a budget cost report from Rigby Thorpe which outlined the scope of work, basis on which costs had been reached, a breakdown of costs and items excluded. The estimated total cost was reported at £253K with an additional cost of £25K for grasscrete for increased car parking bays. It was considered sensible to work on £300K to cover any contingences or additional work agreed.</p> <p>Members were given the opportunity to comment on the report, the following points were made:</p> <ul style="list-style-type: none"> <li>• More detail needed on increased costs if the project commences in 2021 rather than 2020</li> <li>• Costs included in the report for bar fittings were considered generous as an appointed DPS would supply fixtures and fittings</li> <li>• Better to close the main hall completely to allow the work to be carried out as quickly as possible rather than try and work around bookings (Brearley Room could still be used)</li> <li>• Hirers would need to be informed in good time</li> <li>• Facilities that are not included in the revamp, such as the toilet blocks and windows, may look out of date if they are excluded from any upgrade however most members considered the toilets to be satisfactory as they are</li> <li>• Funds need to be secured as a priority prior to any action being taken to proceed</li> </ul>	

	<ul style="list-style-type: none"> <li>Planning permission is likely to be needed prior to funding applications</li> </ul> <p>After considerable discussion it was agreed:</p> <p>A. Plans of the proposed alterations are to be shown to all councillors prior to the March Council meeting with copies available in the parish office.</p> <p>B. A summary report to be presented to council asking for approval to proceed with the plans as presented. Subject to Council approval, the Grosvenor Committee to draw up a flow chart of the next stages with emphasis being placed on securing funding during 2020 with a view to start work in 2021.</p>	<p>Clerk</p> <p>Clerk/Cllr Emsley</p>
6	<p><b>To consider changes to the Grosvenor Centre Hire form</b></p> <p>Cllrs Gregory and Lammin had reviewed the Hire Form and Conditions of Hire and had amalgamated both into one form which had been circulated to members for approval. Subject to a few additions/amendments, the CSO would carry out a final cross reference to ensure all relevant points are included and the updated form would be presented for approval at a future meeting.</p>	<p>CSO Clerk</p>
7	<p><b>To consider a card payment facility for paying Grosvenor booking fees</b></p> <p>The Clerk, Council Support Officer and Cllr Archer had met with a representative from a company called Paymentsense to discuss the costs and contract requirements of using a card paying facility. Information was shared and the Clerk recommended that the Council does not proceed any further as costs are not viable for the amount of customers who request to pay by card. Instead hirers should be encouraged to pay by BACS to reduce the amount of cash being handled in the office. This was accepted and no further action would be taken.</p>	
8	<p><b>To discuss any maintenance requirements</b></p> <p><b>Lighting</b> It was agreed to improve the external lighting of the Grosvenor Centre with LED lights along the front of the building and at the rear of the building.</p> <p><b>CCTV cameras</b> The Clerk and Cllr Archer had met and obtained details on compatible CCTV cameras. Options were discussed and it was agreed to purchase 2 additional cameras for the Grosvenor Centre (for the front of the building) and one to cover the library entrance at total a cost of £299.99. Clerk and CSO to action.</p>	<p>Clerk CSO</p>
9	<p><b>To confirm the date of the next meeting</b></p> <p>The next scheduled meeting is 19<sup>th</sup> May 2020 however it is likely a meeting will be needed before to finalise Risk Assessments and related policies.</p>	

The meeting closed at 8.40pm