

**Minutes of the Brockeridge Committee
of Frampton Cotterell Parish Council
14th September 2005**

Held at The Brockeridge Centre, Woodend Road, Frampton Cotterell

Present: Mr T Clothier (Chairman), Mr D Broome, Mr G Hayter and (*Parish Councillors*);
Mr A Wilkes (*Leader-in-Charge*); Mr R Millard (*Brockeridge Infants School*)

Apologies: Mr D Hockey, Mr R King, Mr D Manfield and Mrs S Norfolk

The Chairman welcomed Mr Wilkes to the meeting

178 Declarations of Interest under the Local Government Act 1972

- Mr Millard is a Governor of Brockeridge Infants School

179 Confirmation of Minutes

RESOLVED:

That the minutes of the Brockeridge Committee of 6th September 2005 be confirmed and signed.

180 Youth Group Report

Mr Wilkes presented a report (*attached*) with the following explanations:

- 3(i) He has booked a place on a First Aid Course.
- 4 Mr Thomas was not at the meeting, but Mr Wilkes will liaise him about this.
- 5 Outreach will be starting in the next few weeks
- 7 Mr Wilkes and Cllr Broome to investigate further.

9 Pool Table

RESOLVED to recommend

- That Mr Wilkes should takes steps to find a purchaser for the pool table.

Mr Wilkes enquired if he could have an SGC e-mail address at a cost of about £70.

RESOLVED to recommend:

- That a GroupWise account be set up for Mr Wilkes.

It was suggested that during youth sessions, some of the internal doors could be locked to make it easier to control youth movements around the building.

- The Clerk was asked to seek advice from the Fire Officer as to whether this could be done.

The committee thanked Mr Wilkes for such a comprehensive report.

181 Consideration of Removal of the Wall between the Café and Youth Room

It was agreed that before any decisions could be made an idea of cost would be needed.

- Cllr Clothier agreed to write a specification and seek quotations for the work.

Mr Wilkes pointed out that the removal of the wall could lead to a loss of identifiable space for the youth group and it was agreed that this needed to be taken into consideration before any decision are made.

182 Five Year Plan

It was agreed that this would need to incorporate the continued provision of youth facilities and the need to expand and enlarge the rooms on offer for hire to help to encourage greater income generation.

The following suggestions were put forward:

- A questionnaire could be compiled to ask parishioners what activities they would like to see taking place at the centre.
- Furniture provision would also need to be considered.
- The speakers and amps from the Youth Group's sound equipment could be mounted on the walls to free up storage space and it was suggested that a keyboard could be purchased for use by hirers if required.

- The remaining windows would need blinds or curtains.
- A better OHP should be purchased.
- The Youth Group could apply to build more space (Mr Wilkes agreed to look into this further)
- The rooms need redecorating.

It was agreed that this would be discussed more fully at the next meeting.

183 Availability of Rooms Prior to and Following Hiring Periods

The Caretaker reported that for some room hires, he was attending the building to allow hirers access on different days before and after the event, which was not being accounted for in the costs of the hire.

RESOLVED:

- To confirm that a standard room hire fee only includes the Caretaker locking and unlocking once and if any more attendances are required they will have to be paid for at the standard room hire rates.

184 Caretaker's Telephone Provision

It was reported that recently the alarm had gone off in the middle of the night and the Caretaker had not been able to get downstairs to his telephone in time to catch the call, which then went to Mrs Callaway. The Caretaker had been distressed because he could not tell who had tried to contact him and Mrs Callaway had had to attend when the Caretaker was nearer and already up.

RESOLVED to recommend:

- To consult with the Caretaker and if he agrees to install either an extra extension in his bedroom or purchase a cordless telephone, so that there is a telephone by his bed in case of call out during the night.

185 Booking Forms and Terms and Conditions of Hire

It was noted that these were in need of updating and needed to include details of who to contact in an emergency.

186 Mrs Callaway's Leaving Party

Mrs Callaway had enjoyed her leaving "do" and had written to thank everyone for her presents and flowers.

187 Open Day

The Open Day had taken place but had not been very successful. It was felt that the timing of any future event would need to be looked into.

- The Clerk was asked to check that thank you letters had been sent to those who had supported the Open Day.

188 Boundary hedge at Woodend Road

It had been reported that exiting from the car park onto Woodend Road was a high health and safety risk due to the hedge reducing vision at these points.

- The Clerk was asked to ensure that the hedge was cut back to make this safe as a matter of urgency because of the Health and Safety concerns.

189 IT Volunteers Report

Cllr Broome reported on the refitting of the IT Suite, which had taken place during the summer, and the installation of the two internet connected computers in the Youth Room.

- The committee congratulated and thanked Cllrs Broome and Clothier in conjunction with Cllr Hayter and Mr Kelman for all their hard work.

190 Annual Kitchen Equipment Review

It was noted that this would be due to be undertaken in the autumn.

191 Accounting for Brockeridge Staff Costs

RESOLVED to recommend:

- That budgeting and accounting of all Brockeridge staff costs should be included with there Administration costs in future.

192 Room Hire by Political Parties

It was confirmed that this should be at the Community Rate and that no party specific material will be displayed on the Brockeridge Centre notice board.

193 Date of Next Meeting

WEDNESDAY 2ND NOVEMBER AT 7:30 PM AT THE BROCKERIDGE CENTRE