

**Minutes of the Brockridge Committee
of Frampton Cotterell Parish Council
15th March 2006**

Held at The Brockridge Centre, Woodend Road, Frampton Cotterell

Present: Mr T Clothier (*Chairman*), Mr D Broome, Mr G Hayter, Mr D Hockey and Mr G Keel (*Parish Councillors*); Mr D Kelman (*IT Committee*); Mrs M Harraway (*User Groups*); Mr C Thomas (*Near Neighbours*)

Apologies: Mr R King and Mr D Manfield (*Parish Councillors*); Mr R Millard (*Brockridge Infants School*); Mr A Wilkes (*Leader-in-Charge*)

258 Declarations of Interest under the Local Government Act 1972

- Cllr D Hockey is a South Gloucestershire Councillor.

259 Confirmation of Minutes

Following a proposal by Mr Thomas, seconded by Mr Kelman it was:

RESOLVED:

That the minutes of the Brockridge Committee of 27th February 2006 be confirmed and signed.

260 Youth Group Report (*attached*)

This was noted.

The committee noted:

- It's disappointment that the nights had been set up to coincide with the Fromeside Club meetings and queried if it would be appropriate to switch the nights to correct this.
- That in the next report they needed to see full statistical information about attendances and to know if the Youth Leader had identified any training that needed to be undertaken.

Shared use of the Centre on Youth Nights..

It was reported that this was still causing concern. It was noted that the Service Level Agreement monitoring meeting was to be held on Thursday March 16th 2006. Cllrs Clothier and D Hockey agreed to attend this meeting and to seek clarification of any rules which need to be enforced in this situation.

261 Criminal Records Bureau (CRB) Checks

Successful CRB checks had been received for:

- Cllr Clothier
- Cllr D Hockey
- Cllr P Hockey
- Mrs Harraway
- The Clerk

This was noted.

262 Neighbourhood Issues

Mr Thomas reported parking problems when Parish Council meetings are taking place.

- The Clerk was asked to request PC Barraclough to look into this.

RESOLVED to recommend:

- That a message be placed on the IT Suite's screen savers stating "we thank you for walking here today or parking your car considerately" and noting "PC Barraclough will be about!"

263 IT Reports

Mr Kelman reported:

- Two new digital photography courses about to commence.
- That each course now had a dedicated team leader to coordinate the volunteers.
- That the team leaders would be meeting to ensure that they were taking a coordinated approach.

Cllr Broome reported:

- The anti-virus system AVG was working well.
- One more refurbished computer was ready for resale.
- The Clerk's new computer had been ordered.

264 IT Suite Grant Application to SGC

Cllrs Clothier and Hayter had attended the Frome Vale Area Forum to speak to this, but the application had been immediately denied, because it came from a parish council. Cllrs D and P Hockey had been unable to speak having had to declare an interest, and so the application had been unsuccessful. Cllr D Hockey reported his frustration that the Brockridge Centre, which is trail blazing best practice and picking up tuition needs which the libraries are no longer fulfilling, could not access these monies because it was being run by parish councillors.

Since then an anonymous donation had been received for £600 (the amount sought), from a parishioner (*copy of letter attached*) who felt strongly that work of the volunteers should have been supported.

Cllr Clothier reported that it was proving difficult to find sources of funding that were available through the Parish Council and suggested that an association of the IT volunteers could be formed which could more easily gain access to grants. He was advised to speak to the South Gloucestershire Branch of the Council for Voluntary Services (CVS) and arrange a meeting with them to talk this through further.

- Cllrs Clothier, Broome, Hayter and D Hockey agreed to liaise and explore this further.
- The committee expressed its gratitude and appreciation to the donor for such a generous donation.
- Cllr D Hockey agreed to investigate further with SGC and seek confirmation of its policy for handling such donations.
- Cllr Clothier agreed to further investigate alternative sources of funding.

265 IT Software Needs

It was reported that the IT Suite was in need of updating to include Windows XP.

It was agreed to:

- Look into potential sources of grant funding for software needs.
- Draw up medium and long term plans and income needs for future replacement of equipment, software and volunteers in case of a crisis or a fall back position becoming necessary.

266 Provision of Replacement Furniture

This had been ordered. This was noted.

267 Appointment of Kitchen Cleaner

Mrs Thomas, of Newlands Avenue had been appointed on 3 months probation, subject to satisfactory references. This was noted.

268 Provision of Extra Storage

Cllr Clothier reported that a Planning Officer would be visiting on 16th March to advise on the suitability of the plans and the need for Planning Permission, after which he would be contacting the Building Inspectors, Fire Officer, Secure by Design, the Police and neighbours.

Mr Thomas queried if in the interim, temporary storage should be sought, but it was agreed to leave this at present in the hope that the proposals could be put into place fairly quickly.

269 Finance Report

There was to be a special Parish Council Finance meeting on 10th April when all the Parish Council's finances would be examined. This was noted.

- The Clerk was asked to contact Jotcham and Kendall (who built the Centre) and enquire the details of exactly what is covered by the NHBC guarantee.

270 Maintenance Schedule

It was noted that the boiler had been on a maintenance schedule which would now need to be re-examined, and the insurance would need to be updated.

- The Clerk was asked to prepare a maintenance schedule and bring it to a future meeting.

271 Admission of Dogs to the Play Area

RESOLVED to recommend:

- That dogs should not be permitted in the Play Area and a sign should be put in place to this effect

immediately.

272 Absence of Youth Leader

The committee recorded its disappointment that the Youth Leader had been unable to attend the last two meetings, especially as the Youth Group is now up and running, and expressed a desire that the Youth leader should be expected to attend meetings regularly. It noted, that due to other commitments the Youth Leader may not be able to attend meetings during the day.

273 Car Park Entrance and Exit Gates

Cllr D Hockey queried how well these were working.

- The committee agreed to monitor this and report back.

274 Proposed Next Open Day

As the Open Day in January had been so successful in attracting new bookings to the Centre, plans were in hand to hold another in the early Autumn.

The following suggestions were put forward:

- Various displays could be available, including Transport through the Ages, the SGC Heritage Exhibition, Celebrating Local Foods, SGC's Environmental Link Group's Wildlife display, Listed Local Buildings.
- That, subject to insurance, risk assessment and SGC regulations, a bouncy castle and a "farmer's market" could be included.
- To speak to Brockeridge Infants School and see if it would like to be involved.
- That even more publicity and signage should be used to advertise the event than last time.

The committee agreed to think about this further and report back.

- The Administrative Assistant was asked to confirm the date on which the Open day will be held.
- Cllr Clothier agreed to raise the issue of salaries for the extra work that would be involved in the Open Day at the Finance Committee meeting.

275 Date of Next Meeting

WEDNESDAY 19TH APRIL 2006 AT 7:30 PM AT THE BROCKERIDGE CENTRE