

**Minutes of the Bickeridge Committee
of Frampton Cotterell Parish Council
22nd February 2006**

Held at The Bickeridge Centre, Woodend Road, Frampton Cotterell

Present: Mr T Clothier (*Chairman*), Mr D Broome, Mr R King and Mr D Manfield (*Parish Councillors*); Mr D Kelman (*User Groups*); Mr C Thomas (*Near Neighbours*)

Apologies: Mr G Hayter, Mr D Hockey and Mr N Hodges, (*Parish Councillors*); Mr R Millard (*Bickeridge Infants School*); Mrs M Harraway (*IT Committee*); Mr A Wilkes (*Leader-in-Charge*)

247 Declarations of Interest under the Local Government Act 1972

None was made.

248 Confirmation of Minutes

Following a proposal by Cllr King, seconded by Cllr Manfield it was:

RESOLVED:

That the minutes of the Bickeridge Committee of 31st January 2006 be confirmed and signed.

249 Youth Group Report (*attached*)

This was noted.

Interaction between Spanish Class and Youth Group.

- It was agreed that the Spanish Class would have tea and coffee available in the meeting room and that at its break time the teacher would notify the Youth Leader so that the toilets could be accessed. At any other time, the teacher to liaise with the Youth leader before any pupil enters the toilets.

250 Neighbourhood Issues

None was raised.

251 IT Reports

Mr Kelman reported:

- The Photo Shop course had been rescheduled in order to avoid clashing with the Youth Group.
- The waiting list for IT courses was now more than 30.
- Team Leaders had now been appointed to be responsible for each session. They would shortly be meeting to check that they act in a coordinated fashion.
- Mr Clark had agreed to run a Desk Top Publishing course. Mr Kelman would liaise with him to arrange this.

Cllr Broome reported:

- The anti-virus system AVG was being purchased to replace Sophos, this was a considerably cheaper, and hopefully more effective option.
- Two more refurbished computers were almost ready for resale. So far, £700 had been taken from the sale of this equipment. The money being used to replace the existing computers as necessary.
- Plans to replace the Clerk's computer, which was struggling to cope with its workload, by moving the Clerk's computer to the IT Suite and buying one of a higher specification for the office.

RESOLVED to recommend:

- To replace the Clerk's computer at a net cost from the Administration Budget of about £300.

252 Replacement Furniture for the Café and Youth Room

As the Parish Council is now meeting at the Bickeridge Centre, the tables and chairs in place are insufficient to accommodate the increased use.

RESOLVED to recommend:

- That 10 folding tables be purchased at a cost of £920.45 plus delivery.
- That 20 chairs (to match those in the Meeting Room) be purchased at a cost of £420 plus delivery.
- That the budgetary shortfall at the end of the financial year (of about £400) be met from balances.

- That any outstanding monies remaining in the Brockeridge Budget at the end of the financial year, be earmarked, for Centre development.

253 Kitchen Cleaner

The post had been advertised and the Parish Council had authorised the Clerk and Cllr Clothier to organise interviews and appointment. This was noted.

254 Provision of Extra Storage Space (*Concept Drawing attached*)

Following a proposal from Cllr Clothier, seconded by Mr Kelman and carried unanimously it was:

RESOLVED to recommend:

- To approach the planning authority and building inspector for guidance on regulations and the best way to take this forward.
- To write a specification of works and obtain a provisional price from a builder to ascertain a ballpark figure for budgeting purposes.
- To take these findings to Council for further consideration.

The above to be undertaken in line with the Council's Project Management system.

Although the vote was unanimous, Mr Thomas recorded that he believed that the committee should be working within the confines of what is already in place at the Centre and not seeking to further extend it, and be sensitive to the feelings of parishioners. This was noted.

255 Risk Assessments

It was noted that these had been completed and that no major risks had been identified.

256 Letter from Brockeridge Infants School

The school had responded to the Parish Council's enquiry that it would not be possible for users of the Brockeridge Centre to make use of the school's car park during the evenings. This was noted.

RESOLVED to recommend:

- That the Clerk should write and thank the school for taking the time to consider this request.

257 Date of Next Meeting

WEDNESDAY 15TH MARCH 2006 AT 2:30 PM AT THE BROCKERIDGE CENTRE

Please note change of time.