

**Minutes of the Brockeridge Committee
of Frampton Cotterell Parish Council
21st December 2005**

Held at The Brockeridge Centre, Woodend Road, Frampton Cotterell

Present: Mr T Clothier (Chairman), Mr D Broome, Mr N Hodges, Mr G Keel and Mr R King (*Parish Councillors*); Mr C Thomas (*Near Neighbours*)

Also Present: Mr A Wilkes (*Leader-in-Charge*) (part)

Apologies: Mr G Hayter and Mr D Manfield (*Parish Councillors*); Mrs M Harroway (*Voluntary Helpers*)

218 Declarations of Interest under the Local Government Act 1972

None was made

219 Confirmation of Minutes

Following a proposal by Mr Thomas, seconded by Cllr Broome it was:

RESOLVED:

That the minutes of the Brockeridge Committee of 23rd November 2005 be confirmed and signed.

220 Youth Group Report

Mr Wilkes presented a report (*attached*) and thanked the committee for its support in 2005.

a CRB (Criminal Records Board) Checks

SGC had replied to the Parish Council's query:

“If a member refuses (*to undertake a CRB check*) then this would need to be discussed with SGC. It is in Brockeridge's Tender agreement ... that committee members will require a standard CRB check. The committee is responsible for implementing this. The requirement is written into the Standards for Voluntary Organisations and is seen as good practice in line with the Child Protection Procedures.

If a member fails the check then the committee would need to satisfy itself depending on what the check raised that it is appropriate for that person to be on the committee.

In respect of other groups hiring the premises, then it is the committee's responsibility to manage that situation. Adults should not have unsupervised access with young people when the youth club is functioning.”

RESOLVED to recommend:

- That all members of the Brockeridge Committee should have standard CRB checks undertaken.
- That all Parish Council staff should have standard CRB checks undertaken.

b Annual Report and Meeting with Young People

It was pointed out that the Service Level Agreement required the management committee to produce an annual report and hold an annual meeting with young people. This was noted

c Youth Group Newsletter

Mr Wilkes had produced a newsletter to go with the parish council newsletter when it was delivered to all households in the parish. He explained that youth group funds could cover the costs of printing and that it would not cost any extra to include it in the delivery, but the parish council had not seen and approved it.

c Following a proposition from Cllr King, seconded by Cllr Hodges it was:

RESOLVED:

- The Clerk was asked to contact Cllrs and seek approval of the newsletter and if Cllrs were in agreement, to include it in the delivery.

Mr Wilkes left the meeting.

221 IT Report

Cllr Broome reported that:

- Thursday mornings had been transformed into another teaching session with the help of an extra six new tutors who had been recruited from the computer club.
- Publicity leaflets had been placed in the libraries and posters would be placed in the doctors' surgeries.
- The SGC grant applied for was still ongoing.
- 2 computer monitors had been sold at £15 each and 2 computers at £100 each with one more ready to go; and more screens which can be disposed of. The money raised would be used to replace and update computers in the IT Suite.

Future IT Reports

Cllr Clothier reported that in future the IT reports would be presented by Mr Kelman, with any technical reports presented by Cllr Broome; and thanked Cllr Broome for his comprehensive reporting to date.

222 Removal of the Wall between the Café and Youth Room

A slightly amended specification was needed before tenders could be sought:

RESOLVED:

- Cllr Clothier, in conjunction with the Handyman to investigate and correct the specification.
- Once the specification had been drawn up the Clerk to seek sealed tenders to be opened at the February Brockeridge meeting.
- To seek authority from the Parish Council for the Brockeridge Committee to accept the successful tender.

223 Kitchen Cleaning

It was noted that this had been completed to a very high standard, but that the lady who had done this would not be available to do this on a regular basis. One person had expressed an interest in undertaking this work regularly, say for one hour per week.

RESOLVED to recommend

- That a person be engaged to undertake kitchen cleaning on this basis, but to seek advice from the Inland Revenue and parish council as to the best way to take this forward.

224 Provision of Extra Storage Space

RESOLVED:

- Cllrs Clothier, Hodges, Broome and Mr Kelman to investigate all options and any potential implications (eg planning constraints etc) further and report back.

225 Provision of a Drop-Down Overhead Projection Screen for the Café

Following a proposal from Cllr King, seconded by Mr Thomas it was:

RESOLVED:

To purchase an electrically operated 1800x1800 drop-down screen at a cost of £117.75.

226 Provision of Blinds

RESOLVED:

- To purchase vertical blinds (to match those already installed) for those windows along the front elevation of the building.
- To purchase roller blinds (to match those already installed) for those windows along the elevation facing the car park.

227 Finance

The Parish Council had reduced the IT and Maintenance budgets for 2006/2007 and asked that the costs for heating and lighting be monitored. This was noted.

228 Annual Review of Risk Assessments

RESOLVED

- Cllr Hayter and Mr Millard (with their consent) and the Administrative Assistant to undertake risk assessment in line with the system adopted by the Parish Council in 2005.

229 Community Building Programme announced by the Big Lottery Fund (*attached*)

Information had been received about potential sources of funding for village halls.

- Committee members agreed to look at the information and report back to next meeting.

230 Date of Next Meeting

WEDNESDAY 18TH JANUARY 2006 AT 7:30 PM AT THE BROCKERIDGE CENTRE