

**Minutes of the Brockeridge Committee 29<sup>th</sup> June 2005**  
**Held at the Brockeridge Centre, Woodend Road**

**Present** Mr D Broome, Mr T Clothier, Mr G Hayter, Mr D Hockey, Mr G Keel, Mr R King (part), Mr D Manfield and Mrs S Norfolk, (Parish Councillors) and Mr C Thomas (Near Neighbours' Representative)

**Also Present** Mrs E Callaway (Centre Administrator)

**Apologies** Mr P Godwin (SGC Youth Services) Mr R Millard (Brockeridge School Representative)

**156 Election of Chairman**

**Resolved:**

On proposal from Cllr Hayter, seconded by Cllr Manfield that Cllr Clothier be elected Chairman of this Committee for the forthcoming year.

**157 Election of Vice-Chairman**

**Resolved:**

On proposal from Cllr Manfield, seconded by Cllr Mrs Norfolk that Cllr Hayter be elected Vice-Chairman of this Committee for the forthcoming year.

**158 Declarations of Interest under the Local Government Act 1972**

- Cllr D Hockey is a South Gloucestershire Councillor
- Cllr Keel is a Governor at Highcroft School

**159 Confirmation of Minutes**

**RESOLVED:**

That the minutes of the Brockeridge Committee of 27<sup>th</sup> April 2005 be confirmed and signed subject to the following amendments:

- Min No 151c, should read **following** not *flowing*.

**160 Mrs Callaway's Report**

*a HB's*

- Cllr Keel updated the Committee on the HB's situation.
- The Head Teacher is keen to help HB's, however a dance class uses the School several evenings per week.
- Talks are being held with the school, HB's and Zion Church hall to try and find suitable accommodation all round.
- Mrs Callaway has not yet been advised if the HB's require use of the Centre over the summer holidays.

**RESOLVED** to recommend:

- To write to the HB's to ask them of their requirements over the Summer Holidays and to agree a time for removal of their equipment and return of keys. This letter would also be copied to Highcroft School.

*b Fundraiser book*

A company had approached Mrs Callaway regarding the "Fundraiser Book". The book contains money off coupons for local restaurants/shops and attractions. The book costs £10.00 to purchase. From each sale the Centre would receive £2.50.

**RESOLVED** to recommend:

- That the books are not sold at the Centre, due to time implications for Mrs Callaway.

*c Car Park Gates*

The paint on the gates is wearing off. The Handyman quoted around £200.00 plus paint to do the work. Budgetary concerns were raised.

**RESOLVED** to recommend:

- To review the painting of the gates in the Autumn.

*d Use by Political Parties*

*Cllr King declared an interest in the following item.*

Mrs Callaway was unsure if use by Political Parties falls under Commercial or Local rates.

**RESOLVED** to recommend:

- Local rates should apply if the party is simply holding a meeting for local members.
- However should they wish to use the Centre for training, i.e. hire of the IT Suite, this would be deemed commercial.

*e Performing Rights Licence*

Mrs Callaway had contacted PRS with regard to licences for music performances in community buildings.

- They advised that we would need one for “public” performances.
- The fee would equate to 1% of our income, which would be £93.64 +VAT.
- A licence is only needed if the general public is involved, this would not include private hire such as birthday parties, weddings etc.
- A permit for a one- off event can be obtained for a cost of £20.00.

**RESOLVED** to recommend:

- To review the licence if any events may require one.

*f Open Day*

Mrs Callaway would like to run another open day in August.

It was agreed that the 10<sup>th</sup> August 2005 would be suitable.

Mrs Callaway advised that extra funds would needed to purchase additional café supplies.

**RESOLVED** to recommend:

- To allow the open day to take place.
- To allow an additional £50.00 to be spent on any extra supplies needed.

*g Boiler*

- British Gas is offering a full breakdown contract for £20.00 per month, (£240.00pa) including an annual service.
- We currently pay around £140.00 annually for a service.

**RESOLVED** to recommend:

- To ask British Gas for full information and to seek alternative quotes.

*h Future Bookings*

- The WEA (Workers Educational Assoc) have booked to run a 6-week Family History Course for November/December.
- Mrs Callaway also contacted the U3A who advised that many of their members meet at home rather than a venue, and would send details if the Brockeridge Committee wanted to start a club. Mrs Callaway also forwarded them a copy of our newsletter as a possible future venue for larger meetings.
- A local lady would also like to start Spanish classes and we are trying to promote this at present.
- SGC has booked the IT Suite on Monday 18<sup>th</sup> July for a full day of Training.

*i Recess in the Foyer*

One quote has been received for turning this area into a cupboard. This would be around £250.00

**RESOLVED to recommend**

- As this project is not essential it would be reviewed in the autumn.

**161 Report from the IT Group**

*Workbooks*

- New workbooks were planned for September. A full laminated copy would be used in the IT Suite for trainees to work from.
- Trainees could purchase the information book and then add lessons as they go.

**RESOLVED to recommend:**

- That the Parish Council personally thanks all the Volunteers for the tremendous work they have put in to the IT Suite.

*Refurbishment of the IT Suite.*

Cllr Clothier presented a plan for refurbishment of the IT suite.

This would include:

- A single surface worktop.
- CPU boxes mounted directly under the desk.
- Cable trunking to be lowered to allow the desks to be pushed back to the wall.
- The total cost of this project should be approx £300.00.
- This work would allow extra floor space, more space for each workstation and space for tutors to sit next to the trainees.

**RESOLVED to recommend:**

- That the work to the IT Suite, as detailed above, should be carried out.

*Broadband*

- This has now been changed over using a BT line.
- The line with SGC and Brockeridge School could now be disconnected.

*Use of the IT Suite*

- Now that the IT Suite had been updated, concerns were raised of use by the Youth Group.
- It was proposed that four computers with Internet access should be set up in the Youth Room and that the Youth Group should be excluded from the IT Suite.
- This would not deprive the Youth Group of facilities but would help the Youth Workers in their job.
- The computers could be put on trolleys and stored in the IT Suite when not in use for security.
- The Computers could also be used during the day for Internet use, freeing up computers for teaching.

Following a proposal by Cllr Broome and seconded by Cllr Mrs Norfolk it was

**RESOLVED to recommend:**

- That the Youth Group should be excluded from the IT Suite, and alternative facilities set up in the Youth Room.

**162 Equipment and Maintenance Budget**

The budget was discussed and the following were noted:

- To monitor the expenditure of Heating and Lighting, Water and Sewerage rates as they may have been under budgeted.
- That Income and Expenditure will be recorded separately.

*Cllr King left the meeting.*

**163 Neighbourhood Issues**

Mr Thomas was concerned that the HB's would use the Centre during the Summer break.

- Mrs Callaway to seek clarification of their usage over the summer break.

**164 Any Other Business**

*Notice Boards at the Centre*

- Cllr Hayter thought that the new covered notice board was for Centre notices only and that the Car Park notice board was for the general public.
- Mrs Callaway explained that Centre notices took priority, and the left-hand side was kept for this purpose, however rather than not use the notice board to its full extent, public notices were put in if space allowed.
- Mrs Callaway will try to encourage people to use the Car park notice board more.

This was noted.

*Reception sign*

Mrs Callaway advised that a new sign for the new office door will cost £40.00 + £15.00 delivery.

**RESOLVED** to recommend:

- To order sign, but to check delivery costs.

**165 Date of Next Meeting**

Wednesday 27<sup>th</sup> July 2005.