

Minutes of the Brockeridge Committee 29th 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 27th 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 10th 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 18th 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 27th July 2005.