

## **Minutes of the Brockridge Committee 9th June 2008**

### **Held at the Brockridge Centre, Woodend Road**

**Present:** Mr T Clothier (Chairman), Mr D Broome, Mr D Hockey (*Part*), Mrs J Rowan, Mr R Underhill, Mr B Thomson (Parish Councillors); Mrs F Brennan (Volunteers' Representative); Mr R Millard (Brockridge Infants School Representative); Mr K Powell (IT Representative)

**Apologies:** Mr D Manfield, Mr P Wilson (Parish Councillors); Mr C Thomas (Neighbours' Representative)

### **80 Declarations of Interest Under the Local Government Act 1972**

- Cllr D Hockey declared that the participation of those Parish Councillors who are also members of South Gloucestershire District Council in both the debate and any subsequent vote on matters contained in the agenda would be on the basis that the views expressed were preliminary views taking account of the information currently available to the Parish Council. Parish Council members who are also District Councillors reserved their final views until they were in full possession of all relevant information both for and against.
- Mr Millard is a Governor of Brockridge Infants School.
- Cllr Clothier, Cllr Broome, Mrs Brennan and Mr Powell are members of Frampton Cotterell Over 50s Computer Group

### **81 Emergency Evacuation Procedure**

The Chairman drew attention to the emergency evacuation procedure.

### **82 a Confirmation of Minutes**

Following a proposal from Mr Millard, seconded by Cllr Underhill it was:

#### **Resolved:**

- That the minutes of the Brockridge Committee of 31st March 2008 be confirmed and signed.

### **b Confirmation of Minutes**

Following a proposal from Cllr Mrs Rowan, seconded by Cllr Thomas it was

#### **Resolved:**

- That the minutes of the Brockridge Committee of 12th May 2008 be confirmed and signed.

### **83 Youth Group Report**

It was reported that:

- Mrs Rachael Nicholson-Ward had been appointed Leader in charge of the Brockridge Centre Youth Group.
- Mr Shane Jordan had been appointed Assistant Youth Leader
- Mrs Nicholson is hoping to re-open the Youth Group on Tuesday 17th June 2008

This was noted.

#### **48 Membership of the Brockridge Committee**

Confirmation had been sought from the Standards Board of the implications of Cllr Clothier and Cllr Broome being on both the Brockridge and the Frampton Cotterell over 50s Computer Group (FCCG). Both Councillors had resigned from the FCCG, and been appointed as representatives by the Parish Council.

#### **Resolved:**

- The Standards Boards report to be copied to all Brockridge Committee members.

*Cllr D Hockey entered the meeting.*

**Committee Terms of Reference** (*original attached*)

The Committee reviewed the Terms of Reference.

Following a proposition from Cllr D Hockey, seconded by Cllr Mrs Rowan it was:

**Resolved to recommend** the following changes to the Brockridge Committee Terms of Reference:

- 1(a) to read A representative from the Over 50s computer Group
- 1(d) to read The Committee shall meet as required, normally once in each Parish Council Cycle on a Monday.

To clarify the names of the Co-opted members and report to the next Brockridge Meeting.

- Non-Councillors to receive the dates of the meetings.

#### **86 Review of Expenditure against budget to 31st May 2008**

- It was noted that an additional £2500 had been ear marked for architect's costs for the proposed extension to the Brockridge Centre
- The computer budget was no longer required.

#### **87 Consideration of Delegated Responsibility to the Committee**

Cllr D Hockey proposed that any alteration be considered once the Parish Council has considered all aspects of delegated responsibility.

**Resolved to recommend:**

- That the Brockeridge Committee should annually review room rentals.
- Computer room rental to be set by the Parish Council
- That for all scheduled services above £500 three quotations should be obtained and reported to the Brockeridge Committee three months before renewal
- All annual renewals from service schedule to be reported to the Brockeridge Committee before instructions are given.

**88 Committed expenditure for 2008/2009 for this committee****Resolved to recommend:**

|   |              |
|---|--------------|
| <b>Proposed Brockeridge Extension phase 1</b>         | <b>£1650</b> |
| • Proposed Brockeridge Extension phase 2              | £3650        |
| • Proposed Brockeridge Extension Topographical Survey | £200         |
| • Car Park extension of gates                         | £250         |
| • Car Park relocation of gates                        | £1524.64     |

It was noted that:

**Proposed Extension**

- *Phase 2 will be subject to confirmation of the go ahead of phase 1.*
- *As part of the project the committee will investigate grants and revisit all who contributed to the original building.*
- *Cllr D Hockey will inform the committee of the SGC Officer who deals with grant information.*

***Car park***

The relocation of the gate post will include making good of the paving.

This was noted

*Mrs Brennen left the meeting*

**89 Update on Maintenance Issues****a RoSPA Report**

RoSPA had drawn two minor items to the Committee's attention.

- Moss growing under the play equipment needed removing. The Handyman has now completed this.
- The return spring on one of the gates was not working properly. The Handyman is working on this.

This was noted.

**b CCTV**

Cllr Clothier is currently dealing with this.

This was noted

*c Gates in the Brockridge Centre Car Park*

The Committee is waiting for a date for the work to commence.

This was noted

*d Internal Paint Works to the Brockridge Centre*

Separate quotations had been obtained to redecorate the hall, kitchen and toilets.

**Resolved to recommend:**

- To obtain a quotation for the kitchen excluding the kitchen cupboard.
- As previously Mrs Brennan, Mr Powell, Cllr Clothier and Mrs Allan plus Cllr D Hockey would advise the Parish Council on colour choice.

*e Water Bill*

A large water bill had been received. The cause of this was thought to be the cisterns in the gent's toilets.

Cllr Clothier had turned the water pressure in the gents down and hoped that has solved the problem.

**Resolved to recommend:**

- Cllr Clothier to read the water meter every Wednesday.
- Cllr Hockey to read the meter in Cllr Clothier's absence.

**ACTION CLLRS D HOCKEY AND T CLOTHIER**

*f Permission for Television*

*Cllrs Clothier and Broome declared an interest as Parish Council appointed members of the FCCG.*

*Cllr D Hockey assumed the chair*

It was reported that the FCCG had applied for a grant to purchase a 50" flat screen television. Should their application be successful they would like permission to install it on the IT Suite wall.

**Resolved to recommend:**

- That the television be insured by the FCCG
- Permission be granted subject to the television being available for use by the Parish Council by agreement in the future.

*Cllr Clothier resumed the chair*

**90 Frampton Cotterell Over 50's Computer Group Report. (FCCG)**

Mr K. Powell reported that:

- The FCCG had held its first Annual General Meeting
- Election of officers had taken place.
- Three monitors will shortly be updated to 22" screens
- A new colour laser copier had been ordered.
- Activities remain at a good level
- New volunteers are being sought.

The Brockridge Committee wished the FCCG success in the future.

This was noted.

**91 Extension of the Building**

The Parish Council is waiting for the contract from the architect. Once the contract has been obtained the public consultation will be arranged.

**Resolved to recommend:**

- The public consultation to be advertised in the next Parish Newsletter.

**92 Neighbourhood Issues**

Mr Thomas (*Neighbour's Representative*) was unable to attend the meeting, and submitted a letter in his absence. Mr Thomas referred to min 69 & 74 from the minutes of 31st March 2008 and expressed his ongoing concerns about the Youth Group and his hope that with the introduction of the new Youth Leader things would calm down during youth evenings.

**Resolved to recommend:**

- A copy of Mr Thomas's letter be forwarded to PC Barraclough.
- Mrs Nicholson-Ward to introduce herself to Mr Thomas.

**93 Any other business**

Cllr Hockey enquired if the seats in the garden were on the maintenance schedule.

**Resolved to recommend:**

- That the seats be kept on the maintenance schedule.

**94 Date of Next Meeting**

12 noon on 21st July 2008 at the Brockeridge Centre.