

**Minutes of the Brockridge Committee 18<sup>th</sup> October 2006**  
**Held at the Brockridge Centre, Woodend Road**

**Present:** Mr T Clothier (Chairman), Mr D Broome, Mr G Filer, Mr G Hayter (Parish Councillors); Mrs M Harraway (Volunteers' Representative); Mr R Millard (Brockridge Infants School); Mr C Thomas (Neighbours' Representative)

**Also Present:** Mrs J Allan (Administrative Assistant)

**Apologies:** Mr G Keel, Mr D Manfield (Parish Councillors)

**335 Declarations of Interest Under the Local Government Act 1972**

- Mr Millard is a Governor of Brockridge Infants School.

**336 Confirmation of Minutes**

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

**RESOLVED:**

That the minutes of the Brockridge Committee of 26<sup>th</sup> July 2006 be confirmed and signed:

**337 Youth Group Report**

The report contained two recommendations:

*Renaming of Senior Night*

The Youth Workers had agreed with the young people attending the senior nights that they would rename this the Youth Café (instead of Youth Club). All the aims and requirements of the SGC Service Level Agreement would still be met exactly as required; this is simply a change of name as the young people feel more comfortable with "café" than "club"

*Dishwasher*

The youth leaders, having successfully completed their Food Handling Training (FHT), now want to offer cooking (lessons) and hot snacks and drinks (for sale) to the young people, especially at the Youth Café. They expressed concerns about the efficiency of the current dish-washer.

Cllr Clothier reported that the dish-washer is now taking 1-2 hours to heat up, is using a considerable amount of electricity because it fills with cold water, and is not cleaning cups and plates at all. The last Health and Safety Inspection had insisted that volunteers should not wash up by hand, but should use the dishwasher. This had created a problem as items were not being properly cleaned. The youth leaders had also confirmed at the FHT Course that the dishwasher did not need to be of stainless steel as long as it was of a non-porous material. A dishwasher could be purchased for about £170.

**Leader in Charge**

As previously advised the leader in charge of the youth group will be leaving at the end of November, as yet we have not got a replacement.

**RESOLVED to recommend:**

- To support both recommendations
- That a new dishwasher be purchased at about £170.
- That the Youth Group is to close if there is not a replacement leader at the end of November.

**338 84 Woodend Road**

**RESOLVED to recommend:**

That the planning report objections would be reiterated

**339 Maintenance Issues**

*a Replacement Fridge*

This had been agreed. The cost was reported as £89. This was noted

*b Play Equipment Checks*

- The committee felt that this could better be undertaken by Parish Council staff.

*c Alarm Battery Backup*

It was noted that the newly installed CCTV system had no battery backup in the case of a mains electricity failure. This would cost approximately £100.

**RESOLVED to recommend:**

- That this should be purchased.

*d Intruder Alarm Panel Fault*

The committee was concerned that the cost of a replacement panel as quoted was high.

**RESOLVED to recommend:**

- That the Clerk should seek a second opinion to report to the Parish Council.

*e Conservation Area*

The committee noted that this had not been tended for over a year as the Environment Group was no longer able to undertake its upkeep.

**RESOLVED to recommend:**

- That this be referred to the Parish Council for guidance about which direction take.

*f Hedges Between the Brockeridge Centre and Adjacent Properties*

A quotation had been received to undertake this work at a cost of £220.

**RESOLVED to recommend:**

- That this quotation be accepted.

*g Kitchen Cleaning.*

A deep clean had been undertaken and further quotations were being sought, hopefully for the next meeting. This was noted.

*h External Timber Cladding*

The external timber had dried out and was in need of repainting. The Handyman had quoted £349 to undertake this with the same paint and in the same colour as the original.

**RESOLVED to recommend:**

- That this quotation be accepted and the work undertaken as soon as possible.

*i Air Conditioning Units*

Quotations for this were still being sought. This was noted.

*j Proposed Extension to Create Extra Storage*

The cheapest quotation to convert the existing plans to disc had come in at £365.

**RESOLVED to recommend:**

- The committee recommended that this quotation be accepted to enable work to progress.

*k Phone Systems*

To replace the current phone system with PVX system.

**RESOLVED to recommend:**

That other systems were to be investigated and the purchase to be deferred to the April Budget.

### 340 Fundraising

It was reported that in addition to the £5,000 already awarded by Quartet to the Frampton Cotterell Over 50s IT Group, a further £1,704 had been awarded by SGC. This was welcomed. The Brockeridge Committee have applied for a lottery grant of £32000.

### **341 IT Report**

*Cllr Broome reported*

IT courses had now recommenced on four mornings and one afternoon, and were fully subscribed with a small waiting list.

Concerns about security of the office computers caused by sharing the same internet telephone line. The cost to install a separate line amounted to £211 per year plus a one off charge of £35.

The demand for Digital Camera course has made it possible to start another 4 week course. The Photo shop element course is hoped to start again in January.

The Lap Top computers are to be purchased with the £5000 grant from Quartet.

The projector and screen are still to be ordered and it was asked if the Clerk could produce the quote from Merlin.

#### **RESOLVED to recommend:**

- That this work be carried out to ensure information on the office computers is not compromised.

### **342 Neighbourhood Issues**

Mr Thomas reported no problems and complimented the Youth Leader on the behaviour of the young people who had been using the building.

### **343 Use of the Centre by Local Childminders**

Local Childminders had requested use of the Centre on a regular basis, but were seeking to have this rent-free for the first six months whilst they raised the necessary funding.

- The committee felt that the precise nature of the request was not clear from the letter and sought further information.

### **344 Financial Statement of Income and Expenditure to date**

This was noted.

### **345 Mobility Scooters**

Mr Thomas advised that he was now selling mobility scooters from his shop and sought permission to bring them to events at the Brockridge Centre in return for a donation or similar.

- The committee considered it should seek the Parish Council's advice about this.

### **346 Farmer's Market**

It was suggested that a Farmer's Market might be held on a occasional basis.

The committee felt this was a good idea and asked the Clerk to investigate it further.

### **347 Timing of Brockridge Committee Meetings**

The committee noted that it would have been a considerable help if Mrs Allan had been available to attend the meeting; but noted that Mrs Allan cannot attend on Wednesday evenings due to another commitment.

#### **RESOLVED to recommend:**

- That future meetings should still be held on the third Wednesday of the month, but at 1:00pm in order that Mrs Allan can attend.

### **348 Date of Next Meeting**

**WEDNESDAY 18<sup>th</sup> OCTOBER 2006 AT 1:00pm AT THE BROCKERIDGE CENTRE.**

*Please note amended start time*