

NORTHLEACH WITH EASTINGTON TOWN COUNCIL

MINUTES OF THE MEETING OF THE WESTWOODS COMMITTEE HELD

ON Tuesday 4th February 2020 at 7pm

PRESENT: Cllr Sanders (Acting Chair), Cllr Hewer, Cllr Morley-Blackwell, Cllr Andrew Wellman, Mr Brian Crossley and Mrs Catriona Crompton (Clerk)

1.	Apologies were received from Cllr Alan Wellman. Cllr Sanders was nominated as acting Chair for the meeting																								
2.	No interests were declared																								
3.	Resolution	Cllr Morley-Blackwell proposed, Cllr Andrew Wellman seconded and it was unanimously RESOLVED to accept the minutes of the meeting held on 1 st October 2019 as a true and accurate reflection of the meeting and they were duly signed																							
4.	4.1 Action	<p>The Committee reviewed the Action Point Update from 1st October 2019</p> <ul style="list-style-type: none"> The emergency lights have been checked, eight have failed and need replacing. There are 56 in total and many are now twenty years old. Supervisor to arrange for the faulty ones to be replaced 																							
5.	5.1 5.2 5.3 5.4 5.5 Resolution Action	<p>Finance</p> <ul style="list-style-type: none"> The payments and receipts year to date from 1st April to 31st December were reviewed The year to date figures against budget were discussed. Lettings are tracking well and are above expected for this point in the year. The Committee received an update about the ideas they had put forward to the 2020 – 2021 budget planning. In total 8 projects totalling £22K had been discussed. These ranged from business-critical items such as high-level lights in the main hall to cosmetic redecoration work. Of these items the new hearing loop was the only item included in next year's budget and it is hoped that this will be financed through grants. Clerk requested that four bills be added to the agenda for signing as they arrived after the agenda was published. Cllr Andrew Wellman proposed, Cllr Sanders seconded and it was unanimously RESOLVED to pay all the bills presented Clerk to process the payments <table border="1"> <tr> <td>Amanda King</td> <td>Westwoods Cleaning</td> <td>Inv. 130316</td> <td>£192.00</td> <td>LG (MP) A 1976 s.19</td> </tr> <tr> <td>Gary Evans</td> <td>Window Cleaning</td> <td>Inv. 82</td> <td>£20.00</td> <td>LG (MP) A 1976 s.19</td> </tr> <tr> <td>Cellar Supplies</td> <td>Bar Stock</td> <td>Inv. 331029</td> <td>£184.73</td> <td>LG (MP) A 1976 s.19</td> </tr> <tr> <td>Spot On Supplies</td> <td>Cleaning items</td> <td>12057180</td> <td>£73.18</td> <td>LG (MP) A 1976 s.19</td> </tr> </table>				Amanda King	Westwoods Cleaning	Inv. 130316	£192.00	LG (MP) A 1976 s.19	Gary Evans	Window Cleaning	Inv. 82	£20.00	LG (MP) A 1976 s.19	Cellar Supplies	Bar Stock	Inv. 331029	£184.73	LG (MP) A 1976 s.19	Spot On Supplies	Cleaning items	12057180	£73.18	LG (MP) A 1976 s.19
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6.	6.1 6.2 6.3 Action 6.4 Action	<p>Bookings Update from the Supervisor</p> <ul style="list-style-type: none"> The Committee received a booking update from the Supervisor. There were 60 bookings in January and 65 are already organised for February. All January customers have been invoiced. The cost of the 2019 Pantomime was £455 after ticket sales, donations and snacks The full council agreed at the Extraordinary Meeting on 29th January that they would support a pantomime this year but no plans were made to fund this. Supervisor will organise the panto for around the weekend of the 19th and 20th of December The Committee considered the Conditions of Hire (COH) to include the revised advice on bouncy castle hire, fire use and cleaning up after events. Supervisor and Administration Officer to amend the COH to include: bouncy castles, any other inflatables or equipment; BBQ's and small fires by prior arrangement with evidence of relevant insurance. Point 8 to be clear about the charge of £50 for cleaning up after an event. Amend point 6 to state that the maximum capacity of the whole premises is 200 people. Amend point 7 to include damage caused by animals must be paid for and animals only allowed by prior agreement. Point 21 about the ladder is to be removed. It was noted that the 																							

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	required notices about food preparation are in the kitchen.
7.	Maintenance, Cleaning, Equipment and Projects
7.1	<ul style="list-style-type: none"> The Committee noted that the cleaning contractor's hourly rate has increased
7.2	<ul style="list-style-type: none"> The quote to install a new fence across grass by the disabled bays has not been received. The Committee decided not to progress this.
7.3	<ul style="list-style-type: none"> It was resolved at the Extraordinary Meeting on the 29th January to install a new hearing loop at a cost of £532 in the Midwinter Room and there are grants available for this
Action	<ul style="list-style-type: none"> Supervisor to progress the grant application once the details are available
7.4	<ul style="list-style-type: none"> The Supervisor shared advice about the hearing loop in the Fortey Hall which is not working properly. The loop is intact but the amplifier needs to be repaired. In addition, a 4-channel microphone set up will assist with the hearing issues at a cost of £250. It was agreed that this option is more cost effective than upgrading the existing audio system. Cllr Morley-Blackwell proposed, Cllr Sanders seconded and it was unanimously RESOLVED to go ahead with this purchase
Resolution	<ul style="list-style-type: none"> Cllr Hewer suggested that the 4 small troughs are left for now as the plants are still growing. In the future it was suggested that herbs may be planted.
7.5	<ul style="list-style-type: none"> Cllr Hewer suggested that the 4 small troughs are left for now as the plants are still growing. In the future it was suggested that herbs may be planted.
Action	<ul style="list-style-type: none"> Supervisor and Cllr Hewer will look at these in the Spring
7.6	<ul style="list-style-type: none"> The Committee discussed the main priorities for the centre in terms of money left in this year's budget. The upper lights in the Fortey Hall are faulty. There are 8 upper lights in total in 4 banks of two. When the lights are switched on, they do not all come on and different sets work at alternate times. All the bulbs were replaced around 18 months ago but there are still issues and this is particularly difficult when there are large groups in the hall. The committee agreed that this is a priority as the faulty lights may cause issues.
Action	<ul style="list-style-type: none"> Clerk to produce the accounts so the year to date figures can be reviewed. If there are funds available then the Supervisor will seek more quotes for the upper lights.
7.7	<ul style="list-style-type: none"> The quotes to replace the blinds throughout the centre including standard windows and specialist corded ones for the main hall were noted but were not considered a priority.
7.8	<ul style="list-style-type: none"> We have two portable screens at the moment, both are in a poor condition and need replacing. It was agreed to review the purchase of a new portable projection screen at £123 plus vat once the finance figures are available.
8.	Supervisor's Issues
8.1	<ul style="list-style-type: none"> The Supervisor gave an update about the guttering and lead work. All the guttering work has been completed. There was an issue with the downpipe by the door. It has been cleared but the drain is completely blocked underground and impacted by roots.
8.2	<ul style="list-style-type: none"> All the roof repairs have been done. They have cleared all the gutters and repaired the leaks in the kitchen and hall way. The contractor has come in within the budget set on the unquantified day work.
9.	Matters for future meetings – security of the building and keypad entry,
10.	Date and time of the next Meeting – Tuesday 9th June 2020 at 7pm

There being no other business the meeting closed at 8.50 pm