

NORTHLEACH WITH EASTINGTON TOWN COUNCIL

MINUTES OF THE MEETING OF THE WESTWOODS COMMITTEE HELD

ON Tuesday 4th June 2019 at 7pm

PRESENT: Cllr Alan Wellman (Chair), Cllr Hewer, Cllr Morley-Blackwell, Cllr Andrew Wellman, Cllr Sanders, and Mrs Catriona Crompton (Clerk)

1.	Resolution	Cllr Morley Blackwell proposed, Cllr Hewer seconded and it was unanimously RESOLVED to elect Cllr Alan Wellman as Chair of the Westwoods Committee until May 2020																		
2.		Apologies were received from Brian Crossley																		
3.		No Interests were declared																		
4.	Resolution	Cllr Hewer proposed, Cllr Alan Wellman seconded and it was RESOLVED by a majority (as several members were not at the last meeting) to accept the Minutes of Meeting held on 5 th February 2019 as a true reflection of the meeting and duly signed																		
5.	5.1 Action Action	<p>The Action Point Update from 5th February 2019 was reviewed</p> <ul style="list-style-type: none"> The budget agreed for the planters was £300 and compost and plants are needed. Cllr Andrew Wellman and Cllr Morley-Blackwell will dispose of the old planters and refill with compost Cllr Hewer will investigate evergreen plants to go in the barrels. 																		
6.	6.1 Action 6.2 6.3 Action Action 6.4 Resolution Action	<p>Finance</p> <ul style="list-style-type: none"> The Committee reviewed the Westwoods accounts from 2018 – 2019 Cllr Sanders will look at marketing ideas and feedback in October The Committee noted the Westwoods 2019 -2020 budget The Committee reviewed the utilities figures from 2017 – 2018 and compared it to 2018 -2019 (the data spread 1st April to 31st March for both years). Although the cost had increased by a few hundred pounds this was mainly due to an additional fuel bill in the last year Mary to investigate local oil prices and methods of paying Clerk to add to next Westwoods agenda Cllr Alan Wellman proposed, Cllr Andrew Wellman seconded and it was unanimously RESOLVED to authorise the following bills: Clerk to process the payments <table border="1"> <thead> <tr> <th>Supplier</th> <th>Service</th> <th>Amount</th> <th>Authority</th> </tr> </thead> <tbody> <tr> <td>Storm Management</td> <td>Water Management (cost to be shared with KGV)</td> <td>£178.80</td> <td>LG(MP) A 1976 s.19</td> </tr> <tr> <td>Amanda King</td> <td>Westwoods Cleaning</td> <td>£180.00</td> <td>LG(MP) A 1976 s.19</td> </tr> <tr> <td>David Payne</td> <td>Emergency lights</td> <td>£42.02</td> <td>LG (MP) A 1976 s.19</td> </tr> </tbody> </table>			Supplier	Service	Amount	Authority	Storm Management	Water Management (cost to be shared with KGV)	£178.80	LG(MP) A 1976 s.19	Amanda King	Westwoods Cleaning	£180.00	LG(MP) A 1976 s.19	David Payne	Emergency lights	£42.02	LG (MP) A 1976 s.19
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7.	7.1 Action Action 7.2 Resolution Action	<p>Bookings Update from the Supervisor</p> <ul style="list-style-type: none"> The committee received a booking update from the Clerk Clerk to check the date for the 2019 Panto Clerk to include format and marketing of Panto to next agenda The next steps for IT system and backups were discussed. Cllr Andrew Wellman explained that some electrical work needs doing but there is no rush. The offsite backups can be done remotely Cllr Morley Blackwell proposed, Cllr Sanders seconded and it was unanimously RESOLVED to go ahead with the electrical work order the back-up system Clerk and Cllr Andrew Wellman to liaise on progressing this 																		
8.	8.1 Action 8.2 Action 8.3 Action	<p>Maintenance, Cleaning, Equipment and Projects</p> <ul style="list-style-type: none"> There were no details available about the new marketing leaflet Cllr Sanders offered to look at other similar leaflets and marketing tools The Staffing Group are looking at Lone Working. Once this is reviewed there is likely to be an update on the Westwoods security and alarm system Clerk to add this to next Westwoods agenda Following the advice of the Insurance broker, the Fire Safety Officer visited the Council buildings and made several recommendations. Clerk, Mary and Brian to work through the recommendations and engage 																		

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8.4	<p>contractors as necessary to complete the work needed</p> <ul style="list-style-type: none"> The Committee considered the Fire Safety Officers recommendation that sleepovers should not occur on the premises. The Clerk explained that the Officer was adamant that the building was not suitable for this activity. Prior to his visit A & E had quoted to install smoke detectors in every room at a cost of over £2,000. Currently the centre has several heat detectors which the Officer said were appropriate for the centre's activities.
Action	<ul style="list-style-type: none"> Clerk was instructed to ask the Fire Safety Officer if installing these smoke detectors in every room would render the building suitable for sleeping activities.
8.5	<ul style="list-style-type: none"> There has been a request to install LED lights where the globe ones are in the car park as they are quite bright. The Clerk has not been able to get a price yet.
Action	<ul style="list-style-type: none"> Clerk to get a quote to replace these for the next meeting
8.6	<ul style="list-style-type: none"> There has been reports that the hearing loop is not working.
Action	<ul style="list-style-type: none"> Clerk to get the loop tested and if there is a fault to get it fixed
8.7	<ul style="list-style-type: none"> The Committee considered the request to provide sports equipment on the grounds by the entrance. However, there is a concern that the ground has not been prepared for this purpose and so is not suitable for sports at this point.
Action	<ul style="list-style-type: none"> Brian to feed this back to the resident
9.	There are no current Supervisor's Issues
10.	Matters for future meetings - Clerk to add Security upgrades, troughs, hi level socket, promotional ideas, Panto and Fire Officer update to the next agenda
11.	Date and time of the next Meeting – Tuesday 1st October 2019 at 7pm

There being no other business the meeting closed at 20.30 pm