

NORTHLEACH WITH EASTINGTON TOWN COUNCIL

MINUTES OF THE MEETING OF THE WESTWOODS COMMITTEE HELD

ON Tuesday 5th February 2019 at 7pm

PRESENT: Cllr Alan Wellman (Chair), Cllr Hewer, Cllr Brady, Cllr Platts, Mr B Crossley (Centre Supervisor), and Mrs Catriona Crompton (Clerk)

1.	No apologies were received																
2.	No interests were declared																
3. Resolved Action Action	<p>Cllr Brady proposed, Brian Crossley seconded and it was unanimously RESOLVED to accept the minutes as a true and accurate reflection of the Meeting held on 2nd October 2018</p> <ul style="list-style-type: none"> • Clerk to amend 5.3 second action to show Cllr Hewer only. • Clerk to add in that it was agreed that the barrels are to be replaced up to a value of £300 																
4. Action Action	<p>The Action Point Update from 2nd October 2018 was discussed</p> <ul style="list-style-type: none"> • Clerk to update TOR to show Westwoods will have 3 meetings a year and not 4 • Clerk to detail at next meeting what the Westwoods budget is for 2019 -2020 																
5. 5.1 5.2 Action Action 5.3 5.4 Action 5.5 Action Resolution Action	<p>Finance</p> <ul style="list-style-type: none"> • The budget versus actual year to date figures (from 1st April to 31st December 2018 which is 9 months' worth) for the Westwoods Centre was discussed. • Cllr Brady asked that the Capital work is included in the Westwoods figures rather than sitting under earmarked funds in Town Council budget. It was also suggested that the Supervisor salary sits under this budget as well • Clerk will add this to Finance Committee to be agreed as it is a change to reporting • Clerk to check 2018 -2019 General Running Costs (cleaning) breakdown • The Committee looked at the comparative utilities information from 2017 – 2018 and 2018 -2019 (data spread 1st April to 31st December for both years). • The Clerk explained that even an additional oil delivery arriving in a reporting period can cause a large difference in the figures. The electricity bills have been causing issues as the meter is locked and we have been receiving a number of estimated bills. • Mary is sending regular SSE readings. • Some felt that a Smart Meter would help but signal in the boiler room is an issue. • Clerk to pull the same information, a comparison of utilities between 2017 – 2018 and 2018 – 2019 at the end of March 2019. This will enable us to understand the true cost of bookings year on year with a view of understanding the true cost of each utility • Cllr Brady proposed, Cllr Hewer seconded and it was unanimously RESOLVED to approve the bills for payment • 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>Spot On Supplies</td> <td>Cleaning equipment</td> <td>£123.00</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>Shop Stuff</td> <td>Ink roller for bar till</td> <td>£5.94</td> <td>LG (MP) A 1976 s.19</td> </tr> </tbody> </table>	Supplier	Service	Amount	Authority	Spot On Supplies	Cleaning equipment	£123.00	LG(MP) A 1976 s.19	Amanda King	Westwoods Cleaning	£180.00	LG(MP) A 1976 s.19	Shop Stuff	Ink roller for bar till	£5.94	LG (MP) A 1976 s.19
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6. 6.1 6.2 Resolved Action 6.3 6.5	<p>Bookings Update from the Supervisor</p> <ul style="list-style-type: none"> • The Supervisor gave a bookings update. There are 180 bookings still to come before the end of March. We average around 60 bookings a month, so far 60 are booked in January, 60 in February and 66 so far in March. Most of these are repeat weekly and monthly bookings. We have had some new customers start over the last few months • The poor Wi Fi and internet are causing issues most days. This is affecting many groups and individuals including staff and councillors. Cllr Platts has looked at the quotes received and its now possible to start the work as we have a budget for it. We are still working on the main system but can do this Wi Fi upgrade as a stand-alone, • Brian Crossley proposed, Cllr Brady seconded and it was unanimously RESOLVED to go ahead with the upgrades for the Wi Fi • Cllr Platts will liaise with Cllr Andrew Wellman to progress this • The Committee reviewed the feedback on 2018 Panto and considered the Committee's view on a 2019 event • The event cost around £600 to put on. This year due to lack of ticket sales, the Council 																

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6.6	<ul style="list-style-type: none"> agreed to host the event for free for the community
6.7 Resolution	<ul style="list-style-type: none"> The Committee discussed the pricing structure and the Supervisor explained that the prices were based on how many people we can fit in the hall. The Committee asked about booking it on a Saturday matinee instead of a week day. Cllr Brady proposed, Cllr Platts seconded and it was RESOLVED to investigate holding the 2019 event on a weekend
Action	<ul style="list-style-type: none"> Brian to investigate weekend availability and costings with the supplier
7.	Maintenance, Cleaning, Equipment and Projects
7.1	<ul style="list-style-type: none"> The Committee received details gathered for a new marketing leaflet. Cllr Platts and Brian have done some work on this.
Action	<ul style="list-style-type: none"> Brian will work on the draft wording for the leaflet.
Action	<ul style="list-style-type: none"> Cllr Platts and Brian will look at other leaflets and see what is effective
7.2	<ul style="list-style-type: none"> The Committee received the quotation from Storm Property Management Group for the Westwoods Centre maintenance. (This also included a quote for the Pavilion).
7.3	<ul style="list-style-type: none"> Although all the maintenance checks are recorded, these are not in one location
Action	<ul style="list-style-type: none"> Brian, assisted by Mary to compile on one spreadsheet all the current maintenance, contracts and inspections that take place. This should include current suppliers, date of last check and when the next check is due
Action	<ul style="list-style-type: none"> Clerk to ask the Insurance company about whether we should have smoke detectors in addition to the heat detectors
7.3	<ul style="list-style-type: none"> Cllr Brady proposed, Brian Crossley seconded and it was unanimously RESOLVED to engage Storm Management to conduct the water management system for a year at a cost of £596 plus vat
Resolution	
Action	<ul style="list-style-type: none"> Clerk to inform Storm and ask for a breakdown as this quote includes the Pavilion
7.4	<ul style="list-style-type: none"> Cllr Brady gave an update on the alarm system. ADT had more variety on their quote including panic alarms, lone working, access to the centre and security arrangements.
Action	<ul style="list-style-type: none"> Cllr Brady, Brian and Clerk will review the information from the suppliers and meet ADT
7.5	<ul style="list-style-type: none"> Committee received an update on the cleaning contract. The new group are doing a good job but it is an early start for Brian on Mondays and system upgrades might help.
Action	<ul style="list-style-type: none"> Clerk to pay these bills weekly.
7.6	<ul style="list-style-type: none"> It is expected that Cotswold Friends will come to the Westwoods regards the Men in Sheds project next week.
7.7	<ul style="list-style-type: none"> The Committee considered the suggestion that the Westwoods car park is available for residents use at the weekend
7.8	<ul style="list-style-type: none"> Brian explained that the Westwoods car park is a private car park for centre visitors. If individuals would like to use it, they can ask him and he will be able to tell them if it is available at the time they need it. There have been issues in the past when people left their cars and vans for long periods of time and we also had two vehicles dumped there that had to be removed. More importantly, opening up the car park to everyone could prevent the space being available for centre visitors when needed
Resolution	<ul style="list-style-type: none"> Cllr Alan Wellman proposed, Brian Crossley seconded and it was RESOLVED by a majority not to open up the car park to the public
7.9	<ul style="list-style-type: none"> The Committee considered the request by North Cotswold Ramblers to site a memorial bench at the Westwoods Centre in memory of a former member
Resolution	<ul style="list-style-type: none"> Cllr Alan Wellman proposed, Cllr Hewer seconded and it was unanimously RESOLVED to allow the memorial bench be sited at the Westwoods Centre
Action	<ul style="list-style-type: none"> Mary to liaise with the group and give advice on benches and plaques
8.	Supervisor's Issues
8.1	<ul style="list-style-type: none"> Brian is awaiting another quote for carpets
Action	<ul style="list-style-type: none"> Clerk to check what was agreed in the budget but believes it was for carpets in the Foyer, corridors and Midwinter Room
9.	Matters for future meetings
Action	<ul style="list-style-type: none"> Clerk to include update on budget items, check on carpets, ADT update,
10.	Date and time of the next Meeting – Tuesday 4th June 2019 at 7pm

There being no other business the meeting closed at 9.10 pm