

# NORTHLEACH WITH EASTINGTON TOWN COUNCIL

## Westwoods Centre Committee

Minutes of the meeting held on 5 August 2024 at 7pm

**Committee Members Present:** Cllrs Caroline Saunders (Chairman), Matt Jackson, Terry Morley-Blackwell, and Cllr Mark Tennant

**In Attendance:** Pauline Rigby (Town Clerk)

**1. To receive apologies for absence**

Apologies were received from Cllr Byron Hadley and Jules Russell.

**2. To receive declarations of interest**

Cllr Morley-Blackwell declared an interest in item 6, as she is an organiser of Teen Café.

**3. To approve minutes of the previous meeting**

It was RESOLVED that the minutes of the committee meeting of 8 April 2024 be approved and signed as an accurate record.

**4. To receive the action point update and consider any outstanding actions:**

The Clerk reported that:

- (a) The Wellman family blanket was now displayed in the entrance lobby
- (b) New fan heaters would be expensive, but could be considered in next year's budget.
- (c) Work on signage and emergency lights was outstanding but in hand.

**5. To review committee expenditure versus budget to 31 March 2024**

The report had been circulated. Income was on track and no questions were raised.

**6. To receive booking update and consider a booking request from The Teen Café.**

The Clerk reported that SupaStrikers were not returning in the autumn due to low numbers. There are several party bookings over the summer including a wedding reception.

Cllr Morley-Blackwell was asked to introduce the request from the Teen Café who had requested a reduction in hire charges. She spoke briefly then left the room.

It was RESOLVED to charge the Teen Café the same rate as the Baby and Toddler Group.

Cllr Morley-Blackwell returned to the room.

**7. To report purchase of SumUp POS Lite at £349 ex VAT under delegated authority, and consider purchase of manual cash drawer to replace the old cash register.**

It was RESOLVED to purchase a cash drawer and rails at an estimated cost of £80.

**8. To report expenditure on maintenance under delegated authority:**

- (a) Ramtech had attended to fix the hot water cylinder synchroniser: £173.15 ex VAT.
- (b) Alfram had attended to service door closers on 3 July: £90 ex VAT.
- (c) Handyman had repaired broken door latch on 30 July: £45.

**9. To note that new oil-fired boiler has been installed and consider actions arising:**

It was RESOLVED that the annual service proposal quotation from Modern Heating be accepted at price of £150 per year for 5 years.

- 10. To approve TT Pumps visit to service the pumping station at cost of £341.51 ex VAT**  
It was RESOLVED that the service visit by TT pumps be approved.
- 11. To review and approve a Fire Safety Policy.**  
It was RESOLVED that the draft policy as presented be adopted.  
The Clerk to discuss recommended frequency of professional risk assessments with the fire risk assessor, and amend the policy accordingly.
- 12. To review quotations and approve the 5-year Fire Risk Assessment**  
It was resolved that Lawton Fire be appointed to carry out a fire risk assessment of the Westwoods Centre at cost of £450 ex VAT.
- 13. To review list of property safety compliance checks required and delegate authority for Town Clerk to book in works in accordance with budgetary provision.**  
It was RESOLVED that authority be delegated to the Clerk to book safety compliance checks where required in accordance with budgetary provision.
- 14. To consider quotations for security alarm upgrade (contract ends Sept 2024).**  
It was RESOLVED that the quotation from CIA of £500 ex VAT be accepted for labour and materials for a new control panel and keypad with service charges as before.
- 15. To delegate responsibility to the Town Clerk for renewing the electricity contract.**  
The Clerk explained that electricity prices change daily so it was impractical to bring pricing to committee for a decision.  
It was RESOLVED that responsibility be delegated to the Town Clerk for renewing the electricity contract
- 16. To note that the Westwoods Caretaker has resigned and discuss interim cover.**  
The caretaker's resignation was duly noted. It was agreed that cover would be provided by councillors as volunteers with opening and closing the building, conducting safety checks and being on call when required. Cllr Jackson would investigate using the TeamUp app to coordinate tasks and volunteers, and meet with the Clerk later in the week.  
It was agreed that Cllrs Jackson and Morley-Blackwell would meet with the Clerk as soon as possible to review the hours in the role and next steps with recruitment. Cllr Woolley would be invited as Chair of Finance.
- 17. To report purchase of mobile SIM at £6 per month and handset at £89.99 incl. VAT for use by the caretaker or volunteers providing cover.**  
This was duly noted.
- 18. To receive items for future meetings (for information only).**  
To be added: Child Protection Policy (at Full Council).
- 19. To confirm date of next meeting**  
Monday 7 October 2024.

There being no further business, the Chairman closed the meeting at 8:03 pm.

Signature of the Chairman on approval of the minutes: \_\_\_\_\_