

NORTHLEACH WITH EASTINGTON TOWN COUNCIL

Westwoods Centre Committee

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

Committee Members Present: Cllrs Terry Morley-Blackwell (in the chair), Matt Jackson, and Mark Tennant.

In Attendance: Pauline Rigby (Town Clerk)

1. To appoint a temporary Chairman

As the committee Chairman was absent, it was RESOLVED that Cllr Terry Morely-Blackwell be appointed to chair the meeting.

2. To receive apologies for absence

Apologies were received from Cllr Byron Hadley and Cllr Caroline Saunders.

3. To receive declarations of interest

There were no interests declared.

4. To approve minutes of the previous meeting

It was RESOLVED that the minutes of the committee meeting of 27 November 2023 be approved and signed as an accurate record.

5. To receive the action point update and consider matters arising.

The Clerk reported that the cleaning had been brought in house as agreed.

6. Finance

To review committee expenditure versus budget in the year to date.

The report had been circulated. There were no questions arising.

7. To receive a maintenance update and consider actions arising.

The Clerk reported that the boiler had failed to start in the New Year. Boiler engineers had been called out, and managed to restart it, but they advised that the boiler was at the end of life and should be replaced. A repair was being carried out on 7 February which it was hoped would keep it going for a few more months until a new one could be sourced.

8. To receive a bookings update.

The Clerk reported that new Pilates class had started with two sessions per week.

9. Branding and marketing

To discuss vision, branding, and marketing exercise for the Westwoods Centre and agree actions arising.

Cllr Jackson reported that the visioning exercise hadn't been successful as there weren't enough people involved. Committee reviewed the two designs presented for logo and branding. It was proposed to change the building name to 'The Westwoods', dropping the word 'Centre'. The Clerk advised that changing the address was outside the committee's terms of reference.

It was RESOLVED that the Committee would recommend Option A, and to take a proposal to Council to drop the word 'centre' from the branding.

10. Lone Worker System

To review lone worker system and consider alternative solutions.

It was RESOLVED that Cotswold Careline contract be cancelled and to trial SHEQSY, and to make sure the Lone Worker Policy includes a clause that workers must carry their mobiles with them at all times.

11. Hall Booking System

To consider purchasing a hall booking system.

Concerns had been raised about the robustness of the existing system. Staff had trialled three options and recommended LemonBooking. The service included a website.

It was RESOLVED to subscribe to LemonBooking at a cost of £16 a month, paid annually.

12. Door Access Control

To discuss changes in working practices arising from access control installation.

The Clerk explained that the new system was not fully operational due to issues with the software. Cllr Jackson offered to help write an instruction manual for the new door system.

When the system is up and running, it should reduce the time required for locking and unlocking the building. It was noted that the committee must consider the impact on the caretaker role and review it with the employee.

13. To consider applying for King Charles III portrait.

It was RESOLVED that application be made for the portrait and then to consider the most appropriate place to hang it.

14. Items for Future Meetings

To receive items for future meetings (for information only).

15. Next Meeting

To confirm date of next meeting: Monday 8 April 2024.

There being no further business, the Chairman closed the meeting at 8:05 pm.

Signature of the Chairman on approval of the minutes: _____