

NORTHLEACH WITH EASTINGTON TOWN COUNCIL

Westwoods Centre Committee

Minutes of the meeting held on 8 April 2024 at 7pm

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

In Attendance: Pauline Rigby (Town Clerk)

1. To receive apologies for absence

Apologies were received from Cllr Byron Hadley and Cllr Mark Tennant.

2. To receive declarations of interest

There were no interests declared.

3. To approve minutes of the previous meeting

It was RESOLVED that the minutes of the committee meeting of 5 February 2024 be approved and signed as an accurate record.

4. To receive the action point update

The Clerk reported that:

- (a) The LemonBooking website was live and taking bookings;
- (b) The door access control was live, and tokens had been issued to several regular hirers.
- (c) Staff had experienced issues with large amounts of rubbish left after events, including dog poo bags in the glass recycling bin. It was agreed that hirers would be provided with guidance on dealing with their litter generated during the hire.

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

The report had been circulated.

6. To receive a bookings update

The Clerk reported that bookings are holding steady. It would be a busy week with two parties booked at the weekend.

7. To approve exceptions to the new charging basis.

It was RESOLVED that special rates be approved for the Baby and Toddler Group Monday meetings, and Cold Aston Primary School summer play.

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

- (a) Broken / noisy fan convactor heaters in hall.

It was RESOLVED that this action be delegated to the Clerk subject to expenditure being under £500; otherwise it would be brought back to committee.

- (b) Oil tank inspection.

Committee asked the Clerk to make further enquiries.

9. To receive a maintenance update and consider actions arising:

- (a) Minor repairs had been undertaken i.e. door bolt fixed, kitchen hatch adjusted.
- (b) Café pole for hanging blanket action was in hand.

- (c) All the carpets had been cleaned.
- (d) Emergency lights failures had been reported in the kitchen corridor and female toilet. Quotations had been sought for replacing lighting in corridor, male, and female toilets with LED activated by sensors.

It was RESOLVED to replace the lighting in the female toilets only, and the bulkhead light in the corridor.

- (e) Uneven toilet flooring: Members did not feel they could justify the expenditure at present. Given the problem was not getting any worse now that the underfloor had dried out, it was agreed shelve the work proposal for now.

10. To approve expenditure on car park signs and marketing materials.

It was RESOLVED that two name signs be purchased for the Westwoods Centre at an estimated cost of £101 for the signs plus installation charges (to be confirmed).

11. To consider purchase of Gopak folding tables and table trolley.

It was RESOLVED that 3 6ft tables be purchased at a cost of £130 ex VAT each.

It was further RESOLVED that a large table trolley be purchased at a cost of £373 ex VAT.

12. To consider purchase of a rotating brochure stand.

It was explained that the plan was to make the entrance lobby less cluttered and more appealing by removing some of the wall-mounted holders and replacing leaflets on tables with leaflets on a stand that could be moved and stored during parties and events.

It was RESOLVED that a rotating brochure stand be purchased at a cost of up to £250.

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

Already noted: security alarm, telephone contract, fire risk assessment.

To be added: Second PIR sensor for light? Teen space booking.

14. To confirm date of next meeting

Monday 3 June 2024.

There being no further business, the Chairman closed the meeting at 8:10 pm.

Signature of the Chairman on approval of the minutes: _____