

# NORTHLEACH WITH EASTINGTON TOWN COUNCIL

## Westwoods Centre Committee

Minutes of the meeting held on 9 February 2025 at 7pm

**Committee Members Present:** Cllrs Jules Russell (Committee chair), Gina Blackwell, Matt Jackson, Terry Morley-Blackwell, Caroline Saunders and Michael Seath.

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

**1. To receive apologies for absence**

All councillors were present.

**2. To receive declarations of interest**

No interests were declared.

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

It was RESOLVED that the minutes of the committee meeting of 8<sup>th</sup> December 2025 be approved. It was noted they would be signed later.

**4. To review committee expenditure versus budget for the year to date.**

The report had been circulated. It was noted that there was just over £2,000 in the repairs budget that could be put towards new flooring.

**5. Bookings:**

(a) To receive a bookings update: The Clerk reported that the website appears to be getting more visibility with bookings from new customers, and suggested promoting party special rates. Bookings coming up in February and March include an equestrian sale, Tango Magic, and jazz quartet Swing from Paris.

(b) To approve renewal of LemonBooking software at cost of £188 ex VAT.

It was RESOLVED that the software be renewed.

**6. Maintenance:**

(a) Update on outstanding actions:

The Clerk reported that she was sourcing additional quotes for the hearing loop. Martyn's Law actions were also outstanding.

(b) Boiler call out on 8 December at cost of £120 ex VAT.

(c) Heating oil delivered on 15 December at cost of £771.04 ex VAT,

(d) A&E Fire six-monthly fire alarm visit booked for 25 February.

The above matters were noted.

**7. To consider quotations for office and store lighting.**

The additional quotation was not available.

**8. To consider new quotation for flooring in the kitchen and toilets.**

Cllr Jackson introduced this item. It was felt that the latest quote was more attractive than earlier quotations. Members discussed whether it would be worth replacing the kitchen flooring given its age, and the mismatch in colour if it was just patched.

It was RESOLVED that the quote be accepted from Cotswold Carpets to supply and fit new Altro flooring at a cost of £2275 inclusive of VAT.

It was further RESOLVED to ask Cotswold Carpets to quote for replacing all the flooring in the kitchen.

**9. To consider request for football goals on the grass outside.**

Cllr Morley-Blackwell noted that while providing football goals may seem straightforward, the cost of the purchase plus weights was significant, and she questioned whether volunteers would be willing to manage the additional goals.

It was RESOLVED to respond that the junior goals on the playing field would be unlocked, but the area outside the Westwoods Centre is not considered suitable for larger goals due to the proximity to cars and buildings.

**10. To consider correspondence from Teen Space regarding activities and safeguarding.**

Cllr Morley-Blackwell spoke in the capacity of committee member of Teen Space.

First, Teen Space had requested that council staff don't approach the adult volunteers during the hire as they considered it a safeguarding issue and instead contact the committee directly. Committee discussed amending the council's safeguarding policy and decided that clear communication between users about which activities could be managed side by side was the preferred approach.

The second issue was to clarify whether ball games are allowed, bearing in mind that the building was originally intended to be a sports hall.

It was RESOLVED to continue to allow ball games in the centre.

It was suggested buying a scaffold tower to allow the ceiling to be reached for repair.

**11. To receive an update on the caretaker role and consider any actions arising.**

An enquiry had come in but this had not converted to an application.

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

Already noted: car park drainage, flooding of exterior paving.

To be added: place of safety, scaffolding tower, interior designer.

**13. To confirm date of next meeting: Monday 13 April 2026.**

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

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