

# **NORTHLEACH WITH EASTINGTON TOWN COUNCIL**

## **Westwoods Centre Committee**

Minutes of the meeting held on 8 December 2025 at 7pm

**Committee Members Present:** Cllrs Terry Morley-Blackwell (in the chair), Gina Blackwell, Matt Jackson, and Caroline Saunders.

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

As the committee chairman was absent, it was agreed Cllr Morley-Blackwell would preside.

**1. To receive apologies for absence**

Apologies from Cllrs Jules Russell and Michael Seath.

**2. To receive declarations of interest**

Cllr Blackwell declared an interest in agenda item 8 on fees and charges .

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

It was RESOLVED that the minutes of the committee meeting of 6<sup>th</sup> October 2025 be approved and signed as an accurate record.

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

The report had been circulated.

**5. Bookings: To receive a bookings update.**

The Clerk reported that the Phonics class had finished due to low numbers, but the centre had gained a new regular customer, Cotswold Spiritualist Group.

**6. To receive a maintenance update and consider actions arising:**

(a) PAT testing: Graham Stock had tested and mended equipment at very reasonable rates. It was agreed to send a formal vote of thanks to Graham Stock from the committee.

(b) Broken window: Cllr Jackson offered to source a second quote.

(c) Office lighting: Quote was not yet available.

(d) Kitchen deep clean: The kitchen had been cleaned but floor does not come up white. It was agreed that Cllr Jackson would investigate the cost of new flooring.

**7. To review and update the terms and conditions of hire relating to PAT testing.**

It was proposed to add a new sentence to clause 13 of the Terms and Conditions of Hire: 'If you store any electrical equipment at the centre, it may be subject to Portable Appliance Testing if it has not already been tested. You will be responsible for meeting the cost of any such testing.'

It was RESOLVED that the addition be approved.

**8. To discuss and agree Westwoods Centre fees and charges for 2026-27.**

Cllr Blackwell had declared an interest so left the room.

The Clerk recommended increasing the social group rate by 4%, and introducing a combined rate for use of the whole centre. Proposed rates were:

<b>Facility</b>	<b>Standard / Commercial Rate</b>	<b>Resident / Non-profit Rate</b>	<b>Social / Group Rate *</b>
Fortey Hall	£24	£16	£10
Midwinter Room	£18	£12	£7.50
Whole Centre	£36	£24	£15

It was RESOLVED that the recommendation be approved.

Cllr Blackwell returned to the room.

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

To be added: car park drainage, flooding of exterior paving.

**10. To confirm date of next meeting: Monday 9<sup>th</sup> February 2026.**

There being no further business, the Chairman closed the meeting at 7:20 pm.

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