

Minutes of the Management Committee
held at the Perton Civic Centre on
Wednesday 19th September 2018 @ 7.00pm

Present:

Mrs R A Heseltine [Chairman]

Mrs P Allen

AA Bourke

PE Davis

R Simonds

Also present: Becky Hodgetts – Parish Clerk

M10/18 **Apologies**

Apologies received and accepted from Cllr R E Moreton

M11/18 **Declaration of Pecuniary and Other Interests and dispensation requests**

None received

M12/18 **Minutes**

Resolved that the minutes of the meeting held on 2nd June 2018, having previously been distributed were confirmed as a true and accurate record, and signed by the Chairman.

M13/18 **Management report**

The following information was noted.

- New Automatic Gas Meter installed
- Upstairs toilet repaired
- Plumber called to deal with a blocked pipework in Gents toilets
- Cannon Hygiene now passing on a Duty of Care charge of £35 per annum - looked at alternative suppliers, tied in to waste services on a rolling contract
- Harlequin Agreement signed and returned
- Jessie Bolas booked for 27th April 2019
- New locks fitted in Madeline Moore Room and Clerks Office
- Caretaker in process of decorating Madeline Moore room
- £10 credit given by Waterplus for signing up to Direct Debit payments
- Npower gas contract due to end on 11th October 2018, contract with new provider CNG to start on 12th October 2018
- Family Film booked - 17th November Incredibles 2

M14/18 **Gardeners Question Time**

Resolved to apply for the show to be recorded at the centre, it was felt that it was something different and would highlight the centre well.

M15/18 **Electricity Contract Renewal**

Electricity renewal costs received from 5 suppliers. **Resolved** confirm Npower at 15.000p per unit and a standing charge of 25.450 per day for a 48 month contract.

M16/18 **Customer Safeguarding**

Resolved clerk to contact the hirers for the outstanding safeguarding documents. Also to confirm the wording on the booking form/terms and conditions regarding the insurance required by hirers. Clerk to also confirm if the Parish Council is required to see that all hirers have adequate insurance.

Resolved that different contracts are required for regular hirers.

M17/18 **Proposed lift repairs**

A list of recommendations were presented to the committee. The charges for the recommendations appear to be excessive, ie an electric shock notice costing £70. **Resolved** arrange the relevant works in house where possible. It was agreed that an autodialler was not necessary as the lift alarm was audible to the staff on site.

M18/18 **Civic Centre booklet**

A draft booklet was presented to the committee. The members agreed it looked professional and additional information was suggested. The booklets to be printed on white heavier paper.

M19/18 **Date and Time of next meetings**

Wednesday 28th November 2018 at 7.00pm

CONFIDENTIAL AGENDA

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In pursuance of the powers contained in section 1 of the above act the press and public may now be excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest

M20/18 **Staffing**

- a) Litter warden - councillors updated on staffing due to sickness. Resolved clerk to take advice from SSDC.
- b) Relief Caretaker - 2 applications received so far from adverts in free magazines. **Resolved** to advertise further on the Parish Council notice boards, Facebook and website.

Meeting closed at 8.26pm

Chairman

Date