

Minutes of the Management Committee
held at the Perton Civic Centre on
Wednesday 18th September 2019 @ 7.00 pm

Present: Mrs R A Heseltine [Chairman]
Mrs P Allen
N Caine
PE Davis
D Glynn
B Walters

Becky Hodgetts - Parish Clerk

M10/19 **Apologies**

Apologies received and accepted from Cllr AA Bourke

M11/19 **Declaration of Pecuniary and Other Interests and dispensation requests**

None received

M12/19 **Minutes**

Resolved that the minutes of the meeting held on 22nd May 2019, having previously been distributed were confirmed as a true and accurate record and signed by the Chairman, with the following amendment:

Minute item number M09/19 was incorrectly shown as M09/18

M13/19 **Management report**

- Following a second site visit from SGS - several bulk head emergency lights were replaced
- Wifi extenders purchased to allow connection on the first floor of the civic centre
- Annual service of the boilers has been completed
- Half yearly inspection of emergency lighting, fire and intruder alarm completed
- Socket faceplate repaired in the Ken Bott room
- Water heater timer is broken. Have emailed the company that installed boilers

M14/19 **Health & Safety**

- a) Emergency Contact. The phone line is being diverted to the Clerk at weekends. There have been no issues to date. **Resolved** to review in February 2020
- b) Legionella Update - It is essential that a lead person is put in place and training will be required. Cllr Mrs B Walters has experience of Health and /safety and has a few questions to ask the monitoring company, these will be forwarded to the clerk. **Resolved** to recommend to full council that the Clerk and Cllr Mrs B Walters work together, following some training to agree an action plan or any non conformity and corrective actions and also a plan for a positive test.

It was agreed to look at changing the upstairs toilet tap

- c) A building review was undertaken by Cllr Mrs B Walters. Clerk to query at the time of the annual fire extinguisher service, how many should be in particular areas to ensure we have the correct number in place.

It was agreed that the Civic Centre should have an Evac chair and there should be a designated area of refuge. **Resolved** Clerk to add to the next Full Council agenda.

Also raised was the requirement for servicing of all door closers. This to be looked at in more detail.

M15/19 **Room hire for Councillor surgeries**

Following discussion it was **Resolved** to charge councillors the concessionary rate if a room in the Civic Centre is hired for Council business.

M16/19 **Lakeside Hall - decorating and replacement of side lights**

The current side lights are halogen lamps and they get very hot to the touch. **Resolved** that there is a need to look at decorating the Lakeside Hall and the lights could be changed at this time. It was agreed that after Harlequin have held their Pantomime in January 2020 that this could be looked at. In the meantime the blacks on the stage are in desperate need of

replacement, they are a trip hazard to anyone using the stage. **Resolved** Clerk to look into quotes to replace as soon as possible for full council approval.

Clerk to add Civic Centre refurbishment to future Management agendas.

M17/19 Wifi - use within the centre

If the wifi password was to be made public this could interfere with the operations of the civic centre as the phonelines and computers use the broadband. **Resolved** to not make the wifi public unless it is necessary for a hirer .

M18/19 Staffing

- a) Litter Warden Vacancy - The job description was amended where necessary
- b) Caretaker/Handyperson vacancy - The job description was amended where necessary
- c) Advertising locations - **Resolved** to advertise in the following; Job Club, social media, Website, Noticeboards
- d) Closing date for applications - **Resolved** to close applications on 9th October 2019
- e) Interviews - **Resolved** that Cllrs Mrs R Heseltine, Mrs P Allen, Mrs B Walters and D Glynn form the interview panel and agree the suitable candidate. Interviews to be held week commencing 16th October.

Panel to meet and discuss question criteria prior to the interviews.

M19/19 Date and Time of next meetings

Wednesday 27th November 2019 at 7.00pm

Meeting closed at 9.03pm

Chairman

Date 27th November 2019