

**Minutes of the meeting of Perton Parish Council  
Management Committee held on Wednesday 7<sup>th</sup> October 2020, 7.00pm  
at Perton Civic Centre**

**Present:**

Councillors AA Bourke, N Caine, P Davis, D Glynn, Mrs R Heseltine (Chairman), Mrs A James, Mrs B Walters

Parish Clerk Mrs B Hodgetts

**M08/20 – APPOINTMENT OF CHAIRMAN**

**Resolved** that Cllr Mrs RA Heseltine be re-elected Chairman of the Management Committee for 2020 - 2021

**M09/20 - APOLOGIES FOR ABSENCE**

Apologies were received and noted for Councillor Mrs P Allen .  
and a copy attached to these minutes.

**M10/20 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of interest or Dispensation requests were received.

**M11/20 - MINUTES**

**Resolved** that the minutes of the Management Committee meeting held on 7<sup>th</sup> May 2020, previously distributed, were a true and correct record and signed by the Chairman.

**M12/20 – MANAGEMENT REPORT**

The following refurbishments have been completed in the Civic Centre

Painting;

- Foyer
- Reception office
- Nursery corridor
- Lakeside Hall
- Kitchen corridor
- Upstairs corridor
- Clerks office
- Board room

8 New LED wall lights installed in Lakeside Hall

New radiators installed – 1 in the Lakeside Hall, 1 in the nursery corridor, 3 in the foyer, 2 in kitchen corridor

False ceiling in foyer removed and new LED spotlights installed

Ceiling in Ken Bott room renewed and new LED light panels installed

Ceiling in Clerks office renewed and new LED light panels installed

New furniture from SSDC for Clerks office, reception and reception office

New carpet and blinds for Clerks office and reception office

Privacy screen for Reception office

New CCTV cameras installed plus additional camera in the foyer and upstairs corridor

Panic alarms installed

Sanitiser dispensers installed in various positions around the centre.

### **Re-opening**

Assessment of each room completed for safe capacity. 2metre stickers placed on the floor in Lakeside Hall. All hirers informed of numbers and additional terms and conditions completed. PPC risk assessment completed and all hirers provided their own risk assessment, copy of insurance cover and COVID secure certificate before returning. Copies attached for reference. One way system set up for some of the hirers, using the fire doors at the end of the nursery corridor.

Some of the toilet cubicles closed to enable easier cleaning by the staff following a hirer session.

QR code displayed as required by regulations.

A case of COVID within the building was reported to us by a hirer. Having reviewed the Civic Centre processes and spoken to SSDC Environmental Health it was agreed that there was no risk to staff or other hirers.

Risk assessment and additional hire terms provided to members of the Management Committee for information.

At the routine maintenance of the inner automatic doors it was highlighted that the doors would not detect an obstacle and re-open. Assa Abloy recommend an upgrade complete with safety devices Quotation received for £2850

The committee were informed which hirers had returned. **Resolved** clerk to provide the details of revenue that the centre is losing

**Resolved** Clerk to obtain a quotation for additional CCTV cameras to cover the front of the building. To confirm with alarm company if there is a flashing light in the disabled toilet to alert users that the fire alarms have sounded.

Clerk to also research the annual maintenance requirements for door closures.

### **M13/20 – CIVIC CENTRE LIFT MAINTENANCE CONTRACT RENEWAL**

Notice has been given to Thyssenkrupp as it was felt the service that was being provided was not up to standard. A comparison breakdown was given to councillors. LOLER report completed by Zurich Insurance, only one item noted. **Resolved** to appoint Concept Elevators on three year fixed price contract at a cost of £160 per annum for 4 service visits per year.

### **M14/20 – DELEGATED STAFF OPTIONS TO HR COMMITTEE**

**Resolved** that the Management Committee delegate the following matters;

- a) Contracts of employment review
- b) Staff Handbook review
- c) Code of Conduct for Staff

#### **Policy review**

- a) Appraisals Policy
- b) Disciplinary Policy
- c) Training Policy
- d) Absence management Policy
- e) Lone worker Policy
- f) Maternity & Paternity Policy

- g) Annual Leave Policy
- h) Capability Policy

The committee agree the priority should be updating the Staff handbook and creating a new Staff Code of Conduct. Terms of reference will need to be revised to reflect the changes.

**M15/20 - DATE AND TIME OF NEXT MEETING**

Wednesday 14<sup>th</sup> October 2020 at 7.00pm

**Meeting closed at 7.58pm**

Signed .....  
Chairman

Date: .....