

Brinsworth Parish Council

MINUTES OF THE PREMISES MEETING HELD ON THURSDAY 01 MARCH 2018

Those present :

Chairman : Cllr J Williams

Vice-Chairman : Not Present

Councillors : Cllr R Bowler, Cllr A Buckley, Cllr D Dyson, Cllr Mrs P Gregory, Cllr Mrs M Hughes, Cllr S Ridge, Cllr Mrs M Rollinson, Cllr Mrs J Tompkins

Officers : Mrs G Blank, Mrs L Szanto

662P Apologies

Apologies were received from Cllrs Barry and Saxton and the reasons given were approved.

663P Declaration of Members Interests

The Chairman asked Councillors to make any declarations of interest prior to the relevant item being discussed.

664P Approval of the minutes of the meeting held on:-

1st February 2018

RESOLVED: That the minutes of the meeting held on the 1st February 2018 are approved as a true and accurate record.

665P To receive information on ongoing issues and decide further action where necessary

659P (653P)(646P) - Pavilion Roof - The Clerk advised Councillors that 2/3rds of the roof is due to be replaced over the Easter holidays and that the remainder on completion of the Library.

659P (657P)(653P)(647P) - Field Lights - Project still requires quotes.

659P (653P)(648P) - Bus Shelter - The Clerk reported that Cllr Barry and herself had met with Andy Wright from SYPTE who could not see any good reason for the Bus Shelter to be moved. He felt that the current position was ideal with good sight lines. He did accept that the shelter could possibly be replaced with a smaller and modern one but that this would have to be at the cost to the Parish Council of £8,657.28. Councillors discussed the options as they did not feel that this was an acceptable response from SYPTE.

666P Policies

- a) To set up a staffing committee (with at least three members)
- b) To set up a committee to deal with grievances (with at least three different members)

The Clerk informed Councillors that in light of recent staffing queries with YLCA it was apparent that the Parish Council needed to select a staffing committee and an independent grievance committee. Councillors discussed how to split the committees and the following split was suggested:

- a) Staffing Committee to be made up of the Chair, Vice Chair and Cllrs Buckley, Dyson, Saxton and Tompkins.
- b) Grievance Committee to be made up of Cllrs Bowler, Gregory, Hughes, Ridge and Rollinson.

RESOLVED: That the Clerk set up the staffing and grievance committees as agreed and write the terms of reference for both committees for approval at the annual meeting.

667P Update on Bookings

- To receive updates on regular and one-off bookings

The Assistant Clerk updated Councillors on regular bookings and highlighted any new bookings.

The Assistant Clerk informed Councillors that as from the end of March Active Regen would no longer be providing activities for older residents. The Clerk reported that she was exploring other avenues so that the Parish Council can hopefully continue to provide this facility.

668P Hire Charges

- To review the hire charges for Funtime Pre-school from 1st April 2018

Councillors discussed previous decisions taken with regards to hire charges for Funtime Pre-school.

RESOLVED: That the hire charge for Funtime Pre-school from 1st April 2018 to 31 March 2019 remain at the same level as 2017/2018.

669P Resource Centre

a) To discuss and approve the revised plans of the Centre

The Clerk and Chairman informed Councillors that, at the last site meeting, both the Contractor and Architect proposed some amendments to the internal layout of the building. The amendments were as follows:

1. Remove meeting room 1 and replace with a reception area and meeting / waiting area with soft seating. It was thought that visually this would look better from the outside and provide a better flow to the concourse area. Councillors agreed to this proposal.
2. Make meeting room 2 slightly larger to accommodate the Parish Council board table. Councillors agreed to this proposal.
3. Remove bi-folding doors between meeting room 2 and resources room and reposition the entrance doors to both rooms to provide a better flow between rooms. This was thought to have been a costly item which isn't really required and savings will offset increased cost of sound insulation in the main hall. Councillors agreed to this proposal.
4. Install an outside door from café to an outside seating area at a cost of £1,500. Councillors agreed to this proposal and asked the Clerk to enquire about another door for access to a smoking area at the other side of the concourse.
5. Make the resources room into a resource / meeting room with laptops that are locked away when not in use to provide a flexible space.

b) To discuss and approve the layout of the kitchen (subject to plans being available)

The Clerk, Chairman and Cllr Buckley had met with a catering design contractor to discuss the Centre's requirements. He confirmed that the space available would not lend itself for catering on a large scale and came up with a suggested kitchen layout at a cost of £25,785.

Cllr Buckley reported that he had recently visited Barnsley MBC Town Hall and was impressed with their café facility. Cllr Buckley shared a menu and photographs with Councillors.

It was agreed that Councillors need to do more investigation to enable them to agree on what level of catering provision they want to provide. Visits to other establishments are to be arranged.

Councillors also agreed that a special meeting just to make these kind of decisions need to be held more regularly and the Clerk agreed to arrange these meetings.

c) To discuss and approve the layout of the bar (subject to plans being available)

No progress, as still waiting for a meeting with wholesalers

d) To discuss and approve CCTV tenders received

Two tenders have been received which are both very different in terms of costs and specification. The Chairman plans to speak to both companies to get an explanation for the difference in the quotes.

e) To discuss and approve the sign and canopy designs

The Clerk reported no further progress

f) To receive an update on the bus shelter outside the Centre

This item had already been discussed under item 4 on the agenda.

g) To consider what AV equipment is required (subject to plans being available)

The contractor has requested that the Parish Council use the plans to identify where they need the power points, AV equipment and USB points placing in the Centre.

RESOLVED: That a separate meeting be organised for the 15th March 2018 to discuss all outstanding items in relation to The Centre.

670P Library

- To discuss and approve the outstanding issues

The Clerk updated Councillors on progress with the Library and that the delay with progressing the project was that the technical drawings are still outstanding from the Architect to enable an accurate estimate to be obtained from the Contractor.

MEETING CLOSED AT 20.00