

BRAMPTON PARISH COUNCIL

CHAIRMAN: John Michael Bainbridge

Minutes of the **Village Facilities Committee** meeting
Held in the meeting room
at The Community Centre,
High Street, Brampton
on **Wednesday 2 November 2022 at 7.00pm.**

Present: John Childs, Chairman, (JRC), Mike Bainbridge (JMB), Jon Childs (JC), Margaret Footner (MF), Nigel Maggs (NM), Mike Shellens (MS).

In attendance: Tess Rogers, Clerk

1. Apologies

Ronald Stevenson, Catriona French

2. To receive and approve the minutes of the extra ordinary meeting held on the 5th of September.

The minutes were accepted at the Parish Council meeting held on the 28th of September therefore were taken as read.

3. To receive an update about the resolutions from the above meeting.

5.5 MC lighting to be changed to LED – outstanding with the Clerk and JRC.

5.6 The repair/replacement of the flat roof at the Memorial Centre – JRC said that he had been up on the roof with a contractor and is now awaiting a quote to resurface the roof which should be done in the Spring.

5.7 Install of double-glazed windows at the CC – quotes awaited – With JRC.

7.1.1 Lady Olivia sign to be placed on the building – outstanding with JRC.

7.3 Chairs and tables for the foyer at the Lady Olivia Centre – outstanding with JRC.

4. Budgets

JRC asked members to let the Clerk know of any additional budget requirements before the Finance meeting taking place on the 9th of November.

5. Brampton Park; Lady Olivia Centre:

5.1. Consideration to be given to purchasing some 6 ft rectangular tables.

User feedback has been that although the circular tables are great for gatherings rectangular tables would be useful for laying out buffets etc. It was agreed to recommend to full council the purchase of 6 such tables in keeping with the circular tables.

5.2. Gate/barrier on car park.

There is a concern that the car park may become a parking area for travelling caravans etc and that it would be useful to be able to lock it when not required. However, it was pointed out that some of the nearby residencies have parking rights within the car park. Also, at this point in time the car park does not fall under the Parish Council's control. It was agreed that nothing could be done at this time.

5.3. Stacking of chairs – more trollies needed.

The chairs currently stack 32 to a trolley (currently 5 trolleys). However, it is thought that at this height the stacks are too unwieldy and could, if not handled correctly, fall onto somebody. It was agreed to purchase a further three trolleys in order to distribute the weight of the chairs more safely.

- 5.4. Administration of the car charging points once they are passed into the Parish Council's control.

The Clerk reported that having spoken to Campbell Buchanan (builders of the Lady Olivia Centre) the charge points were intended for the use of users of the centre and not for general use. It was agreed that once passed into the Parish Council's control, this would be the ruling. Currently the charge points are set to be accessed using tokens. The Clerk will investigate the cost of changing these to accepting card/phone payments.

- 5.5. To agree style and cost of changing room benches.

At the previous meeting the Clerk had shown an illustration of benches as sold by aj products at a cost of circa £418.00. It was agreed to recommend to full council the purchase of six of these.

- 5.6 Hire fees

Regular users of the centre are currently charged £17.50 per hour plus VAT. Other hirers are charged upon application dependent upon the event. It was agreed to recommend an uplift of fourteen per cent to regular users and a £30.00 an hour charge for one off events, to come into effect from the 1st of January 2023. The 14% increase will also be applied to the hire fees at both the Memorial Centre and Community Centre

- 5.7. General

- 5.7.1 The Clerk reported that the door handle on the front door is very loose. Gordon Tait will be asked to fix this if he's able to, otherwise the company that installed the door will be contacted for advice.

- 5.7.2 It has been reported that there is insufficient crockery at the Centre. Initially a 60 place setting had been purchased with the thought of purchasing more if the need arose. It was agreed to recommend that a further 60 place setting be purchased.

- 5.7.3. When the security system is in operation, once the front door closes it has to be physically opened to allow access. This can be awkward if users wish to carry equipment in and out of the building. Gordon Tait will be asked to source a stay to hold the door open when required.

- 5.7.4. Following a complaint from a neighbour earlier in the year,, that the outside lights on the centre were too bright they had been turned off. However, now that the dark nights are once again with us, the outside of the centre is too dark, therefore dangerous, for users when accessing and exiting the building. Gordon Tait will be asked to switch the lights back on, they are on a timer.

- 5.7.5. The Clerk reported that some of the tiles on the car park are breaking up. This will be reported to Campbell Buchanan and a thorough examination undertaken before the car park is handed over to the Parish Council.

6.0. Community Centre:

- 6.1. Consideration to be given to changing the door between the hall and corridor to a fire door.

The recent fire risk assessment advises that the door leading from the hall into the corridor should be a fire door. The Finance committee will be advised of this.

- 6.2. To discuss the redesign of the kitchen to provide a private space for consultations carried out by the proposed information centre.

A discussion was held whereby it was agreed that the current kitchen is in a very poor condition and has no cooking facilities. JC suggested that should part of the current kitchen space be used as a confidential discussion place then perhaps a kitchen pod might be considered. He volunteered to research the 'pods' and bring any information to the next Parish Council meeting.

- 6.3. To consider any issues (if there are any) relating to the security system.
The system is not yet functional as this has had to be set up as a standalone system and we are awaiting a card reader before it can go live.
- 6.4. Consideration to be given to fixing the gas/electricity prices.
These are currently fixed until the 30th of September 2023. We are now in the 12 month period where we could fix going forward from that date at today's prices. It was agreed not to fix at this time as the current utility market is very volatile and it may be that over the next few months the prices fall.
- 6.5. General
- 6.5.1, The grounds staff will be asked to cut back the foliage growing around the building as it was noticed that this was creeping across and into the window of the meeting room.

7.0. Memorial Centre:

- 7.1. To consider the quote received to install 8 double switched socket outlets in the Parish Council office.
There are insufficient power points in the office for the number of appliances required for a modern office to function. A quote of £785.00 has been received from the Parish Council's approved electrical contractor, to install a further eight double switched socket outlets. It was agreed to recommend acceptance of the quote.
- 7.2. As 5.4 above.
- 7.3. To consider logistics relating to the provision of a projector for the use of the youth club.
The Finance committee had approved a spend of £750.00 to provide a projector, screen pricing. JC will provide a projector
- 7.4. To consider the provision of a doorbell or similar, to alert groups that attendees are waiting to be let into the building.
When the security system is operating attendees of classes/events are only able to access the building when someone from within the building physically opens the door, which can be very disruptive for the class/event organizer who is not always aware someone is waiting to be let it. It was agreed to ask the Council's approved electrical contractor to fit doorbells at all three centres,
- 7.5. General
 - 7.5.1. The Clerk pointed out that the youth club meeting in the centre on a Monday evening is very noisy and could cause the users of the community room, meeting at the same time as the club to reconsider their hire. It was decided to wait and see if this scenario should arise.
- 7.6.
- 7.5.2. JRC reported that the door on the workshop is rotting. He suggested the Clerk contact a local contractor who specializes in garage doors to visit site and quote for a suitable replacement door.
- 7.5.3. JRC said that the frontage of the Centre floods and the drains can't manage the extra water when it rains hard. Some years ago investigations of the drains was carried out and the Clerk was tasked with finding the report before any further action is taken.

8. Next Agenda Items

Nothing raised at this time.

The meeting was closed at 8.50 pm.

Signed:
Chairman

Date: