

Haslington Parish Council

Minutes of Gutterscroft Management Committee Meeting held on Thursday 18th January 2024 at Gutterscroft Centre

Attendance: Cllr Stephen Welch (Chair), Cllr Mike Blakeman, Cllr Connie Davis

Apologies: None Received **Not in attendance:** Cllr Janet Griffith

Also in attendance: Clerk Wayne Salisbury, Cllr Samantha Green, Cllr Graham Sawyer

Public: None

Meeting started at 7:15 p.m.

1. To receive apologies for absence

No apologies were received.

2. Declarations of Interest

No interests declared.

3. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on 19th October 2023 be approved as a correct record and signed by the Chair

4. Public Participation

No members of the public were in attendance.

5. Current Hire & Net Position of the Gutterscroft Centre

Members were provided with current year-to-date income and expenditure of the centre as well as with current regular hire information. It was noted that the Saturdays, Sunday afternoons, Thursday evenings and Tuesday evenings still had availability for hopeful regular hirers.

6. Health & Safety

- a) To consider any required actions resulting from the health and safety risk assessments and fire policy as provided by Rhino Safety.

The clerk provided the health and safety documentation as provided by Rhino Safety. Specific monthly checks will need to be scheduled. Several areas of immediate action have been identified; the clerk will send further information to the committee.

- b) To consider the purchase of an internal noticeboard to display health and safety information.

RESOLVED: To purchase the identified 120x90cm noticeboard for £49.00 which will be installed in the main hall.

- c) To consider the quote for fire extinguisher checks.

RESOLVED: To proceed with the best value quote up to a value of £85.00 per year (covering attendance and service on three extinguishers) for a 3-year fixed contract.

(Service required by March 2024)

d) To consider the quote for the completion of an asbestos survey.

RESOLVED: To proceed with the quote provided by Sentinel Environmental for an asbestos survey for £300 to include all surveying, lab analysis, and reporting.

7. Gutterscroft Cleaning

To consider options relating to the cleaning of the Gutterscroft Centre

It was agreed that the Gutterscroft will be cleaned as per a new schedule. A general clean to take place once per week. (Wednesday afternoon was identified as an appropriate time) A deep clean to take place every 6 weeks.

The clerk will invite quotes from suitable contractors to be considered at a future meeting. Cllr Green agreed to assist with the writing of the specification.

8. Maintenance

It was raised that the kitchen door still requires changing for ideally a stable door. Cllr Welch agreed to source a suitable quote to be considered at a future meeting.

Issues with outside lighting and dark areas were mentioned. It was added that the Health and Safety risk assessments highlighted some required actions on lighting.

The main door to the centre was discussed and it was agreed that the clerk would seek quotes for its replacement.

Cllr Davis left the meeting at 8:12 pm

The clerk updated members that a radiator fault had recently been reported and that it had now been checked and repaired and was now working.

It was noted that on the monthly checks due to be scheduled checking the boiler pressure will need to be added as one of the specific tasks.

Cllr Davis rejoined the meeting at 8:15 pm

9. Radiator Covers

To consider quotes for radiator covers and to agree on further recommendations to full council. (Previous resolution made by full council in September 2023 to purchase up to a value of £1175.64).

It was raised if the clerk could check with the Health & Safety company on whether the radiator pipes should be clad to prevent any injury and if so to obtain quotes.

DEFERRED: It was agreed to defer the consideration of any new quotes for radiator covers and that the previously resolved quote of £1175.64 remains.

10. Broadband Use

To consider the availability of broadband to hall hirers. (Once installed)

RESOLVED: That broadband will be included for all hirers within the usual hire charges.

11. Gutterscroft Newbuild Project

To consider information relating to the potential rebuild project.

The clerk advised members that we would be subject to gaining other quotes for architect fees for the potential project.

The clerk advised that a full proposal would need to be approved by the Council before proceeding and that the proposal would need to illustrate all funding streams and that the use of the public works loan scheme may be a realistic option due to the challenge in realising other funding. The Clerk mentioned that a public consultation would be required in the future and that it is essential for the success of the project that this is timed right and that it can be supported with appropriate architectural plans and visualisations.

It was agreed that a discussion meeting with all councillors would be arranged.

12. To consider other matters relating to the Gutterscroft Centre

No other matters were raised.

13. To consider the date of the next committee meeting

The next meeting will take place on Thursday 22nd February 2024 at 7:15 pm.

Meeting ended at 8:45 pm.