

Gnosall Parish Council
Minutes of the Grosvenor Centre Committee meeting
Held on 22 October 2013 at 7.30pm

Present: Cllr K Abbott (in the chair), Cllr D Willetts, Cllr P Boston, Cllr P Alker, Cllr S Wallis, Cllr S Green, Cllr R Greatrex, Jayne Cooper

Press and Public Open Forum – none present

1	To receive any apologies and record absences Apologies from Cllr Hughes, Cllr Simkin	
2	To receive any Declarations of Interest There were no Declarations of Interest	
3	To receive and confirm the minutes of the meetings held on 26 June The minutes of the meeting on 26 June were approved as a true and accurate record.	
4	To consider any matters arising from the minutes not elsewhere on the agenda Boiler quotes – Cllr Abbott had reviewed quotations and this would be discussed later in the meeting.	
5	<p>To discuss the maintenance programme and prioritise outstanding jobs</p> <p>The updated maintenance programme was received and reviewed. The action agreed was:</p> <p>Job number GC01 and 02 Holes in brickwork and walls – still outstanding but not urgent – Handyman to action</p> <p>Job number 06 removal of fixed Christmas lights. Done</p> <p>Job number GC07 Grosvenor Centre Sign – Done. It was agreed to purchase a light to be located above the sign to illuminate it.</p> <p>Job number GC08 repairs to damaged fire door. Still outstanding but not urgent. Handyman to action</p> <p>Job number GC 11 repairs to bin store. Still outstanding. Handyman to action.</p> <p>Job number GC12 Wrought Iron Fencing. Clerk received quotes that would be discussed later in the meeting.</p> <p>Job Number GC 14 and 15 Air conditioning unit and ceiling tiles –The Handyman had agreed to remove the A/C units.</p> <p>Job number 17 – Repairs to parquet flooring – Complete.</p> <p>Job number 18 Replacement of guttering and fascia boards. The Clerk had received quotes that would be reviewed at the end of the meeting.</p> <p>The Clerk Job number 19 UPVC broken window catches. Supplier to be found from parish files and contacted to see if repairs are possible.</p> <p>GC 20 Chair Trolley – ordered and received.</p> <p>Job number GC 021 PA System – Gnosall Players had offered the use of its new equipment until Grosvenor Centre purchases its own that would be discussed at the future budget meeting.</p> <p>Two additional jobs at Rosebuds Nursery had been brought to the Clerk's attention that day:</p>	<p>Handyman</p> <p>Handyman/Clerk</p> <p>Handyman</p> <p>Handyman</p> <p>Handyman</p> <p>Clerk/Handyman</p>

	<p>Internal decoration is being planned and previously the paint on brick work (around the bottom section of wall in the main room) peels off therefore the Manager of Rosebuds had requested that old brickwork be cladded, at the expense of Rosebuds. This was discussed and it was proposed, seconded and agreed that this request be accepted as long as none of the brickwork or tiles are damaged and any drilling is within the mortar. The Clerk to respond to Rosebuds.</p> <p>The dri-matster unit fitted two years ago had spots of mould on and around it and the Parish Council had been asked to review this. It was agreed to review the manual and if necessary, arrange a service and clean. The Clerk to action.</p>	<p>Clerk</p> <p>Clerk</p>
6	<p>To consider Risk Assessment and Health and Safety matters in relation to the Grosvenor Centre</p> <p>It was agreed that three Councillors carry out a visual inspection to cover Risk Assessment and Health and Safety matters. It was suggested that Cllr Payne and Cllr Simkin are involved with their extensive knowledge of the centre as well as the current Chairman Cllr Abbott.</p>	<p>Cllr Payne Cllr Simkin Cllr Abbott</p>
7	<p>To receive any correspondence/communication in relation to the Grosvenor Centre</p> <p>The Clerk reported that Staffordshire Police would be moving into the Grosvenor Centre during November. The room was in the process of being decorating and furnished. All expenditure was being met by Staffordshire Police who had also reimbursed Gnosall Parish Council for expenditure incurred removing and reinstalling cupboards.</p>	
8	<p>To confirm the date of the next meeting</p> <p>The next meeting would be held on 4 February 2014</p>	

The meeting closed at 8.45pm