

**Gnosall Parish Council**  
**Minutes of the Grosvenor Centre Committee meeting**  
**Held on 26 June 2013 at 7.30pm**

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

**Press and Public Open Forum** – none present

1	<p><b>To elect a Chairman and Vice Chairman for this committee</b></p> <p>Cllr Abbott was proposed and seconded as Chairman. This was agreed and Cllr Abbott accepted this position. Cllr Alker was proposed and seconded as Vice Chairman. This was agreed and Cllr Alker accepted the position</p>	
2	<p><b>To receive any apologies and record absences</b></p> <p>Apologies from Cllr Sue Green</p>	
3	<p><b>To receive any Declarations of Interest</b></p> <p>Cllr Simkin declared an interest as her parents are employees of the Parish Council working at the Grosvenor Centre.</p>	
4	<p><b>To receive and confirm the minutes of the meetings held on 23 April</b></p> <p>The minutes of the meeting on 23 April were approved as a true and accurate record.</p>	
5	<p><b>To consider any matters arising from the minutes not elsewhere on the agenda</b></p> <p><b>Bar Agreement</b> had been signed by both Mr Clague and the Clerk and new arrangements are now in place.</p> <p><b>Rosebuds Lease</b> had been completed and legal fees met by Mrs Harrison.</p> <p><b>Storage</b> – it was reported that the Mother and Toddler booking would probably cease in September. If this happens, then additional space for storage would be created. It was agreed to review this in September.</p> <p><b>Boiler quotes</b> – Cllr Abbott to review quotes.</p>	
6	<p><b>To discuss the maintenance programme</b></p> <p>The updated maintenance programme was received and reviewed. The action agreed was:</p> <p><b>Job number GC01 and 02</b> Holes in brickwork and walls – still outstanding but not urgent – Cllr Abbott to progress</p> <p><b>Job number 06</b> removal of fixed Christmas lights. The Clerk had received a quote of £175 to remove the fixed Christmas lights. This was accepted. The Clerk to proceed with this.</p> <p><b>Job number GC07</b> Grosvenor Centre Sign – The Clerk had received details of options and prices. It was agreed to accept the quote for £250 from Dolphin Signs for a black composite panel with white perspex lettering. Clerk to action</p> <p><b>Job number GC08</b> repairs to damaged fire door. Still outstanding but not urgent. Cllr Abbott to progress</p> <p><b>Job number GC 11</b> repairs to bin store. Still outstanding, agreed to keep on hold until Personnel Committee discuss new Handyman arrangements</p> <p><b>Job number GC12</b> Wrought Iron Fencing. Cllr Greatrex agreed to obtain 3 quotes, with assistance from the Clerk to sandblast the fencing, on site over a weekend to avoid disruption to the nursery. Should the sandblasting companies</p>	<p>K Abbott</p> <p>Clerk</p> <p>Clerk</p> <p>K Abbott</p>

	<p>not be able to include painting, then separate quotes for painting to be obtained.</p> <p><b>Job Number GC 14 and 15</b> Air conditioning unit and ceiling tiles – Clerk to obtain quotes from 3 companies to remove units and make the ceiling good including repairs to other ceiling tiles elsewhere.</p> <p><b>Job number 17</b> – Repairs to parquet flooring – Cllr Abbott had met 3 companies regarding repairs required to a section of the flooring in the nursery. One quote had been received for £1369.76. It was proposed, seconded and agreed to accept this quotation (unless others arrive) and make a recommendation to Council to approve this work.</p> <p><b>Job number 18</b> Replacement of guttering and fascia boards. It was agreed that the Clerk would obtain quotes from 3 companies to replace approximately 102 meters of 6” industrial grade plastic guttering with 10 down pipes and approximately 102 meters of UPVC fascia. The cast iron guttering to be removed, stored and sold (for reclamation).</p> <p><b>Job number 19</b> UPVC broken window catches. Supplier to be found from parish files and contacted to see if repairs are possible.</p> <p><b>GC 20</b> Chair Trolley – Clerk to order a new one.</p> <p><b>Job number GC 021</b> PA System – Cllr Simkin to make enquires about purchasing 4 radio microphones, 2 speakers with a minimum of 400 watts per speaker and amplifier and maybe a mixer.</p>	<p>R Greatrex</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>T Simkin</p>
7	<p><b>To discuss and update the draft Risk Assessment for the Grosvenor Centre</b></p> <p>Following changes to the Audit Commission requirements, the Clerk had updated the Risk Assessment document for Gnosall Parish Council. The Clerk asked the Grosvenor Committee to review this document and at the next meeting, to extract sections relevant to the Grosvenor Committee and the appropriate action taken to ensure Risk Assessment and Health and Safety requirements are being met.</p>	
8	<p><b>To receive any correspondence in relation to the Grosvenor Centre</b></p> <p>Following contact with a local gardener, a quote had been received for £120 to maintain Grosvenor Centre gardens twice per month. Members thought this was expensive and had other contacts that would be reported to the Clerk.</p>	
9	<p><b>To confirm the date of the next meeting</b></p> <p>The next meeting would be held on 22 October 2013</p>	

The meeting closed at 9.15pm