

1	<p>To receive any apologies and record absences</p> <p>Apologies received from Cllr R Greatrex , Cllr T Simkin, Cllr P Alker, Cllr M Hughes, Jayne Cooper</p>	
2	<p>To receive any Declarations of Interest</p> <p>None received</p>	
3	<p>To receive and confirm the minutes of the meetings held on 24th October 2012.</p> <p>The minutes were proposed, seconded and agreed as a true and accurate record.</p>	
4	<p>To consider any matters arising from the minutes not elsewhere on the agenda</p> <p>Item 4 of minutes (24.10.12)</p> <ul style="list-style-type: none"> • GPN equipment had now been removed and the built in cupboards would be used for GPC storage. • It was confirmed that the Solicitors had been requested to draw up a new lease for Rosebuds Nursery as the current one expires in February. • It was confirmed that the outstanding water bill from Rosebuds had been paid. • The Assistant Clerk was requested to ensure Grosvenor Centre leaflets are sent to the Ancient High House in Stafford • The Assistant Clerk to check if the fridge had been removed • It was reported that the loft insulation is approx. 8 inches deep but irregular however adequate for the foreseeable future • It was noted that the spare ceiling tiles were not suitable to replace the damage one. • It was confirmed that SBC do not have a price comparison service for gas. • The Assistant Clerk was asked to obtain costs to have the Grosvenor Centre in the BT telephone directory and the Yellow Pages. • The Clerk had provided details of the costs of installing a separate water meter. This was discussed and it was agreed it was too expensive and not absolutely necessary. No further action to take. 	<p>Ass. Clerk</p> <p>Ass. Clerk</p> <p>Ass. Clerk</p>

5	<p>To receive an update on bar operations and responses received</p> <p>Cllr Abbott gave a brief summary of the three responses received from interested people in running the bar operations at the Grosvenor Centre. The three people had been interviewed and two of the three had since withdrawn their applications. Mr Scott Smith, the third candidate had since provided a detailed business plan.</p> <p>There was discussion regarding the need for the Parish Council to purchase bar equipment and make adequate storage space within the centre for this equipment therefore there may be a need to review the current storage arrangements.</p> <p>It was agreed, subject to receipt of a satisfactory CV and a copy of Mr Smith's personal licence, Mr Smith is accepted as the Designated Premises Supervisor and Cllr Abbot would prepare a draft contract for approval.</p>	Cllr Abbott
6	<p>To discuss the maintenance programme and prioritise outstanding jobs</p> <p>The ongoing maintenance programme was reviewed. It was noted that the Handyman had completed many of the smaller jobs in November 2012. Action was agreed for the jobs outstanding that included:</p> <ul style="list-style-type: none"> a) Quotes required for replacement fascia boards b) Quotes required to replace the fixed Christmas lights c) Quotes required for a new Grosvenor Centre Sign d) Quotes required for replacement door and/or frame e) Quotes required for a replacement gate for Rosebuds Nursery f) Quotes for re-painting the fencing around Rosebuds (a summer job) g) Quotes for extractor fans to replace the air conditioning unit (and possibly consider replacing the ceiling tiles and insulation at the same time). <p>The maintenance programme to be updated.</p> <p>It was reported that there had been a problem with some of the radiators not heating. Cllr Payne had tried to rectify but the problem remained. Costs to be determined to flush out the entire system to remove any possible blockage.</p>	<p>Clerk Clerk Cllr Payne Cllr Payne Cllr Payne</p>
7	<p>To receive any correspondence in relation to the Grosvenor Centre</p> <p>None.</p>	
8	<p>To confirm the date of the next meeting</p> <p>Date of next meeting confirmed as 23rd April 2013</p>	
9	<p>To consider quotations for a new boiler</p> <p>The Clerk, as requested, had sought to obtain at least three quotations for a replacement boiler. The Clerk had made contact with six companies from which only two had submitted quotations. The two quotations were reviewed and it was agreed that further information is required before a decision could be made.</p>	