Minutes of the meeting of Perton Parish Council, Management Committee held at Perton Civic Centre on Wednesday 5th February 2020

**Present**: Councillors Mrs R Heseltine (Chairman), AA Bourke, N Caine, P Davis,

D Glynn, Mrs A James, Mrs B Walters

**Also present**: Parish Clerk Mrs B Hodgetts

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| M29/19 | **APOLOGIES FOR ABSENCE**  Apologies received and accepted from Cllr Mrs P Allen |
| M30/19 | **DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**  Declarations of Personal and prejudicial interest received from the following:  Agenda Item M33/19 – Cllrs P E Davis, Mrs R Heseltine, D Glynn and Mrs A James |
| M31/19 | **MINUTES OF MEETING**  **Resolved** that the minutes of the meeting held on 27th November 2019, previously distributed, were agreed as a true and accurate record and signed by the Chairman. |
| M32/19 | **MANAGEMENT REPORT**   * Sewer Drain blocked again. PPC purchased rods to unblock. A regular maintenance program to be in place. * Two youths given a YOP by the Police for anti-social behaviour in the Civic Centre. * Flicks in the Sticks 16th January 2020 showed ‘Yesterday’, a total audience of 72 with 22 paying customers paying the £4 fee. The next film is Downton Abbey on 19th March. * Harlequin Pantomime had another successful year, they are already advertising Peter Pan for January 2021. They will be returning to hang the new black side curtains. * Clerk looking to prepare a business continuity plan for both the Civic Centre and Parish Council in case of any business disruption. * Some of the new tools have been ordered and delivered. * Water heater in the nursery Kitchen is not working. * Steps outside the rear emergency exit have been repaired * Loose bricks outside the front of the building need further work, first repair was unsuccessful. * The lens on the CCTV cameras have been cleaned. |
| M33/19 | **ANNUAL REVIEW OF ROOM HIRE RATES**  Councillors who declared a DPI did not take part in this item. **Resolved** to propose to Full Council that no price increase be applied for financial year 2020/2021. |
| M34/19 | **USE OF KITCHEN FOR COOKING COURSES**  A request to use the kitchen for cooking courses has been received. The kitchen is not routinely hired as a stand-alone and under normal circumstances would be hired alongside the Lakeside Hall. Weekend cover is not a normal working day for the  caretaker so would be paid at overtime rates. Following discussion, it was **Resolved** to charge £60 for a 3 hour session on the basis that it is a 10 week hire. A refundable  deposit of £50 would be required and returned only on the completion of the full 10 weeks.  All insurances and DBS checks to be in place and no under 16’s to be allowed in the kitchen. Hirer would be informed well in advance if the kitchen were required with hire of the Lakeside Hall.  All insurances and DBS checks to be in place and no under 16’s to be allowed in the kitchen. Hirer would be informed well in advance if the kitchen were required with hire of the Lakeside Hall. |
| M35/19 | **CIVIC CENTRE – EMERGENCY REST CENTRE UPDATE**  District Council have confirmed that all they require would be someone to open the building. District Council would be responsible for manning the centre and if there is a loss of income this can be claimed back. SSDC will be undertaking a risk assessment of the building soon. |
| M36/19 | **SMOKING/VAPING POLICY**  **Resolved** to adopt the policy as distributed. |
| M37/19 | **HEALTH & SAFETY**   1. **Resolved** to purchase Evac+Chair at a cost of £670, stand £50 and annual maintenance contract £90, total cost £810 + Carriage and VAT. A training CD and user guide is supplied, District Council may be able to help with any further training should it be required. 2. Legionella training course booked for 19th March 10am – 1pm spaces still available. First Aid training booked for 20th March 9.00am – 3pm spaces still available. |
| M38/19 | **CIVIC CENTRE REFURBISHMENT**   1. Foyer - **Resolved** to remove the false ceiling. Clerk to obtain quotes. 2. Foyer Floor – **Resolved** to be considered as a future project. 3. Clerks Office – **Resolved** to refurbish the office, including decorating, exchanging water damaged ceiling tiles, new carpet and furniture. District Councillor to look at what is available from the Council Offices. **Resolved** to look at purchasing mobile personal alarms for staff members. 4. Reception office – **Resolved** to add new furniture and shelving. 5. Additional CCTV – **Resolved** to obtain a quote for a camera showing the entrance doors under the current maintenance contract with SGS systems. |
| M39/19 | **CIVIC CENTRE EMERGENCY ACCESS**  The clerk explained that the current system was working well. **Resolved** to review at all meetings or at a time when it is felt this system is not working. |
| M40/19 | **STAFFING**  **Resolved** to offer relief caretaking to the new litter warden. |
| M41/19 | **DATE & TIME OF NEXT MEETING**  Wednesday 15th April 2020 |

**Meeting closed at 8.09pm**

**Chairman: Date:**