# **Minutes of the meeting of Perton Parish Council**

# **Management Committee held on Wednesday 30th October 2024 7.00pm**

## **Present:**

Councillors: Mrs P Allen, Mrs S Beardsmore, P Davis, D Glynn, Mrs R Heseltine (Chairman),

Parish Clerk: Mrs B Hodgetts

## M06/24 - APOLOGIES FOR ABSENCE

Apologies received and noted from Councillors K Elder, C Evans, Mrs A James, Mrs B Walters

## M07/24 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS AND APPROVE DISPENSATION REQUESTS

Declarations of other interests and dispensation requests for item M09 d) were received and approved from Councillors P Davis, D Glynn and Mrs R Heseltine for the length of term.

## M08/24 - MINUTES

**Resolved** that the minutes of the Management Committee meeting held on 19th June 2024 were a true and correct record.

## M09/24 – CIVIC CENTRE

1. Management report
* The ladies blocked toilets have been repaired
* New Caretaker started 1st August
* Gents urinals blocked – plumber had to unblock
* Manual handling & working at heights training undertaken by caretakers on 3rd October
* First aid training completed by staff on 15th October
* Lights in the building have been changed to LED
* Legionella risk assessment of the Pavilion undertaken and urgent work carried out
* Bar finished being decorated
* Stage fire doors to be refurbished on 6th November
* Materials ordered for boiler house repairs

b) Several lift issues were raised at the latest inspection. Quotes have been requested but not received to date.

c) Details of the additional security arrangements requested by hirers with young children were explained.

d) The terms and conditions of the hirer agreement were amended as recommended by the health and safety recommendations.

e) The utility contract are due for renewal in 2025. The quotes were reviewed and agreed to lock in a 36 month contract with British Gas for electricity and a 34 month contract for gas, this will bring both into line.

 The waste contract was also looked at and **Resolved** to approve the Utility Hub giving a saving of approximately £70 per month. This has a 90 day notice period.

 The Clerk also informed the meeting that the Pavilion contract was due for renewal in December 2024. **Resolved** that the costs to be sought and to approve the most financially appropriate. To email the Committee before final commitment.

f) Removal of the nursery toilets to increase storage was discussed. **Resolved** to remove the toilets leaving the sinks in situ. To store the toilets and compartments to see if they can be used at the pavilion, before selling.

g) Costs for a new fire alarm system was considered as part of the Fire Risk Assessment. The costs to upgrade to an L3 system would be from £9400 + vat.

## M10/24 – PAVILION

## The Legionella risk assessment has been completed. The urgent works have been completed. Monthly monitoring and cleaning costs were discussed. Resolved to look at the implications for in-house testing.

## M11/24 - DATE AND TIME OF NEXT MEETING - Wednesday 29th January 2025 at 7.00pm.

**Meeting closed at 8.12pm**

Signed ………………………………………………………………… Date: ………………………………………

Chairman