

BRAMPTON PARISH COUNCIL

CHAIRMAN: Alan Mellor

Minutes of the **Village Facilities Committee** held
in the Memorial Centre, Thrapston Road, Brampton
on **Wednesday 8th November at 7.00pm.**

Present: John Childs, Chair (JRC), Margaret Footner (MF), Brian Hodgson (BH), Nigel Maggs (NM), Mike Shellens (MS).

In attendance: Tess Rogers, Clerk

1. Apologies

None.

2. To receive and approve the minutes of the meeting held on the 4th of September 2023.

NM proposed acceptance of the minutes as being a true record of the meeting, this was seconded by JC and agreed by all.

3. To receive an update about the resolutions from the above meeting and agree any action required going forward.

3.1 MC lighting to be changed to LED – **outstanding** with the Clerk and JRC.

3.2 The repair/replacement of the flat roof at the Memorial Centre. JRC had received a second quote and will forward the specification to the Clerk to be advertised on the government's contract finder website – **outstanding.**

3.3 To place the Lady Olivia Centre sign on the building – **outstanding.**

3.4 To purchase small cupboards and chairs for the foyer area. JRC to send illustrations to the Clerk – **carry forward.**

3.5 Following receipt of a quote for a radio frequency hearing loop at the Lady Olivia Centre JRC is to liaise with his acquaintance as to whether this would be suitable – **JRC will resolve.**

3.6 Final quote required from company visiting the Lady Olivia Centre on the 21st of April re the new front door. Quote received but needs addressing to Brampton Parish Council and clarity required regarding the breakdown of the quote. This has now been done at a cost of £8,892.08 inclusive of VAT(this cost is inclusive of a new front door at the Memorial Centre). JC proposed acceptance of the quote, seconded by JMB and all agreed.

3.7 JRC will forward a link to the Clerk of a website from which a piano could be purchased – **outstanding.**

3.8 To consider the commencement of the project to renovate the kitchen and storage area at the Community Centre – **JRC is finding it difficult to locate contractors willing to do this work but will continue to search.**

3.9 The soundproofing curtains in the LOC are too long and the company who made and installed them should be called back to readjust these. A photograph of the curtains as they are, will be sent to the company in question. **This was done and a reply received. JRC requested that the photos of the curtains be passed to him, and he will take up the matter.**

3.10 A combined quote to replace the door and insert intumescent strips into 12 doors at the Memorial Centre has been received. The Clerk has asked for this to be broken down showing prices for both items separately. This has been done. **The cost to replace the external fire door is £490.00, the fitting of the intumescent strips is £380.00 with labour totalling £610.00.** As this is work required for health and safety it was agreed it should go ahead as soon as possible.

- 3.11 JRC to prepare a new sign for the MC car park saying that the car park is for the use of the MC users only – **outstanding**.
- 3.12 Following a recent event held, it was proven that better wi-fi access is required. Therefore, the Parish Council's IT contractor will be asked to advise on what is required. **The Clerk has forwarded the request.**
- 3.13 Enquiries to be made into war memorials – purchasing and design. **An information sheet has been obtained from The War Memorials Trust, this will be passed to the Royal British Legion should they wish to pursue this.**

Action: Clerk

4. Brampton Park; Lady Olivia Centre:

- 4.1 There have been a number of boxes of glasses stolen from the Centre. Do we order a further 60 to replace these?
It was agreed to replace these. Once the replacements arrive, they should be immediately unboxed and placed in a cupboard.

Action: Clerk

- 4.2 To consider charges for the use of the specialist lighting, sound console and projector (if to be allowed) at private functions.
It was agreed to charge £25.00 for the use of this equipment.
- 4.3 Following the approval of the full Parish Council to the quote for a new front door, consideration is required regarding any additional work required prior to and after the doors are fitted. The additional electrical work will be carried out by the Parish Council's electrician. MGS will build the locking system into the door locks. Any work to make good will be contracted out to a building company if necessary.
- 4.4 General.
JRC reported that the passivent system isn't working as cold air continues to blow through these. The equipment manuals should be consulted following which the appropriate company will be consulted.

Action: Clerk/JRC

5. Community Centre:

- 5.1 Portable Stage – not required.
- 5.2 Renovation – The renovation of the kitchen, storage area and new windows are currently receiving attention. NM said that the front elevation is in need of repainting. This will be considered at the next meeting.
- 5.3 The door between the hall and corridor should be a fire door, quotes required.
NM will approach Brampton Builders for a quote for this work.

Action: Clerk

- 5.4 General.
There is no cutlery at the Community Centre. It was agreed to take what was required from the Memorial Centre and restock where necessary.

Action: Clerk

6. Memorial Centre

- 6.1 Continued use of the car park by attendees of the commercial business sited opposite.
A strongly worded sign will be provided stating that the car park is for the users of the Memorial Centre, playing fields and play area only.
- 6.2 As per 4iii above.

6.3 General.

6.3.1 It has been reported that there are very few dinner plates available for use. It was agreed to purchase a further forty plates.

Action: Clerk

6.3.2 It has been reported that two of the chairs in the Community Room are in a state of disrepair. These have been taken out of commission until they have been repaired. The Brampton shedders will be asked if they could repair the chairs.

Action: Clerk

7.0 Next Agenda Items

Nothing raised at this time.

The meeting was closed at 8.00pm.

Signed:
Chair

Date: