



WEST DEAN PARISH COUNCIL

Kim Carpenter
Clerk to the Council Deputy Clerk

Tel. Parish Office: 01594 564484 (9.00am – 4.00pm)
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Parish Office
West Dean Centre
High Street
Bream
Glos.
GL15 6JW

WEST DEAN CENTRE MANAGEMENT COMMITTEE

209

Date of Meeting: Wednesday 16th February 2022

Held At: 7pm in The Parish Office WDC

Present: Cllr Grant, Cllr P Dunford, Cllr Gayler and K Carpenter
Clerk: P Holland

- 1 Apologies:**
Sylvia Francis
- 2 Election of New Chair to Committee**
Cllr Gayler stated he was happy to be revoted into the positions if no-one else wanted to be Chair, Cllr Grant proposed and Cllr P Dunford seconded motion.
- 3 Declarations of Interest:**
None received
- 4 Minutes of last meeting:**
Minutes of last meeting 28th September 2021 adopted as correct
- 5 Terms of Reference and Constitution**
The terms of reference and constitution confirmed as correct and confirmed for adoption
- 6 Covid Restrictions**
 - a) Discussion was held as to the Risk Assessment of increasing the numbers able to attend for parties booking at the West Dean Centre at this time, it was agreed although Government are easing restrictions, due to the age range of groups who use the centre numbers would be kept at the same level, maximum 25, as present to ensure safety of our users.
 - b) It was agreed that once safe to increase numbers they would be as follows:-

Room Name	Max Capacity standing – pre Covid	Max capacity seated – pre Covid	Max standing @ 2m	Max seated @ 2m	Max standing @ 1m	Max seated @1m
Eales & Gosling	100	75	25	20	50	40
Witherby	60	30	18	14	40	25
Kitchen	35	20	9	6	20	15



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7 Finance

The financial statement was approved, proposed by Cllr Gayler and seconded by Cllr Grant.

8 Maintenance & Improvements

Agreed to ask the 2 companies who tendered for the Hearing Loop Installation if they would hold quotes open until proposal could be put before Full Council on 30th March 2022.

Action

Clerk to email companies to request quotes to be held open until March Full Council.

9 Dates of future meetings.

AGM 17th May 2022

16th August 2022

15th November 2022