

## WHEATPIECES PARISH COUNCIL

**MEETING:** COMMUNITY CENTRE COMMITTEE  
**DATE AND TIME:** Thursday 20<sup>th</sup> April 2017 at 7.30pm  
**LOCATION:** Wheatpieces Community Centre  
**PRESENT:** Cllr. Sawkins, Cllr. Dwyer, Cllr. P Abel, Cllr. W Hall, Cllr. C Reid,  
Cllr Shyamapant  
**IN ATTENDANCE:** A Fendt, (Community Centre Manager), T Shurmer (Clerk)

### MINUTES

**216/CC PUBLIC PARTICIPATION**

No members of the public were present

**217/CC APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from K Pavey (Accountant)

**218/CC DECLARATIONS OF INTEREST**

None were declared

**219/CC APPROVE AND OTHERWISE DEAL WITH THE MINUTES OF THE MEETING HELD ON THURSDAY 16<sup>TH</sup> MARCH 2017**

The minutes of Thursday 16<sup>th</sup> March 2017 were approved.

**Proposed: Cllr. Abel Seconded: Cllr. Shyamapant  
Agreed**

**220/CC TO CONSIDER OUTSTANDING ACTIONS FROM PREVIOUS MINUTES**

The list of outstanding actions from previous meetings was reviewed with the majority of actions having been carried out. The following are still outstanding:

- In relation to the proceeds of the monies from the Community Interest Group (C.I.C.) an update is still awaited from Her Majesty's Revenue and Customs (HMRC)
- The Community Centre Manager to join the working group to review the Grant Scheme Policy with regard to room hire/'free hours' at the Centre.
- The two faulty alarm sensors are still waiting to be replaced.

**221/CC COMMUNITY CENTRE MANAGEMENT**

The Community Centre Manager presented his report as follows:

- A request for the replacement boiler part has been made, the part has been ordered and a date is due to be arranged to carry out this replacement
- The Quantum Digital video recorder that records footage from the CCTV has been problematic during the past month. This is on the agenda at item 223/CC for Members consideration of the way forward.
- The Midwives have queried their ongoing use of the Centre, the Community Centre Manager was requested to clarify the dates that were previously agreed in January 2017 (190/CC refers), advising that the upstairs meeting room 3 is available for their purpose in addition to the maximum number of people the room can hold.

**Action: Community Centre Manager to clarify with the Midwives the dates that were previously agreed in January 2017 advising that the upstairs meeting room 3 is available for their purpose in addition to the maximum number of people the room can hold.**

- The new bollard in the car park has been reversed into by cars twice in the last month, one of the offenders has paid for the damage caused, however, the other was not recorded on the CCTV. Members had a discussion on this ongoing problem and requested enquiries are made in relation to costs for moving the lamppost and bollard further back to align with the end of the disabled parking space.

**Action: Community Centre Manager to obtain costs from the electrician and the handyman to move the lamppost and bollard in the car park further back to align with the end of the disabled parking space.**

**Action: Clerk to place on the next Community Centre Committee agenda ‘To consider the costs obtained to move the lamppost and bollard in the car park further back to align with the end of the disabled parking space’**

- The Community Centre Manager has been experiencing problems with the calendar on the website and has had to re-input all the data on the timetable. This has been carried out and the problems resolved.
- The handyman is scheduled to carry out works at the Centre on Tuesday 30<sup>th</sup> May 2017 including remedial works to the loose tiles in the entrance foyer and repairs to the window film that is peeling off in meeting room 1. Concerns were expressed in relation to the window film used and a request made for a suitable alternative option to be sourced.

**Action: Community Centre Manager to source a suitable alternative option for consideration of the covering of the doors/windows in meeting room 1**

**Action: Clerk to place on the next Community Centre Committee agenda ‘To consider alternative options for the covering of the doors/windows in meeting room 1’**

- Members were advised that the moss removal from the roof of the Centre had successfully taken place on the 19<sup>th</sup> & 20<sup>th</sup> April 2017. The Community Centre Manager was requested to incorporate the cost of these works in future annual budgets with a view to carrying out these works every five years. In addition, he was also requested to query the lifespan of the hedgehogs installed for budgeting purposes.

**Action: The Community Centre Manager to incorporate the cost of the works of the moss removal from the roof in future annual budgets with a view to carrying out these works every five years.**

**Action: The Community Centre Manager to query the lifespan of the hedgehogs installed for budgeting purposes**

## 222/CC FINANCE

- In the absence of the Accountant the Chairman presented the Community Centre accounts for the month of March 2017 and the year in total as follows: the total income in March 2017 was £4,701.00 with an expenditure of £5,812.94, thereby leaving a deficit for the month of £1,111.94. The surplus for the year is £986.46 excluding the refurbishment costs for the gent’s toilets which is to come out of the Community Centre contingency and Parish Reserves. The income invoiced for the year was £52,646.00 against a budget of £45,086.00 thereby over the twelve month period the income was £7,560.00 over budget, however, the costs for the year were £52,620.00 against a budget of £45,011.00 therefore being £7,609.00 over budget. The maintenance expenditure over the year was £11,650.00 against a budget of £2,000 thereby being £9,650.00 over budget.

Many maintenance/refurbishment items are now included in the budget that were not included previously.

The Community Centre Manager was requested to monitor the spend of maintenance/refurbishment costs in the future on a quarterly basis with the Accountant. The Community Centre Committee wished to express their thanks to Karen Pavey, the Accountant, for providing the clear explanation of the accounts for the meeting in her absence.

- No update had been received from HMRC with regard to the transfer of funds from the Community Interest Group (C.I.C).
- Members considered the handover document on the roles and responsibilities for the cover of the Centre in the Community Centre Manager's absence and the following amendments to the document were requested:

**The tasks to be itemised as bullet points**

**At no.3** – Ensure the Centre is clean – add – liaise with cleaner if there are any issues

**Include an additional line** – To understand the cleaning role and the cleaning duties required on alternate days when the cleaner is not in

**Nos. 3 & 4** – to configure rooms as required.

**Nos. 7 & 9** – combine – to report any issues to the Parish Clerk

The Community Centre Manager was also requested to put together a pack containing the required room layouts for each group with photos of same, telephone numbers of the emergency contacts for the Centre, the Parish Clerk and contractors for urgent remedial works.

The Community Centre Manager was also requested to include the number of hours and frequency of these that would be required during the year.

**Action: Community Centre Manager to make the requested changes to the handover document on the roles and responsibilities for the cover of the Centre in the Community Centre Manager's absence and to put together a handover pack for approval at the next meeting.**

**Action: Clerk to place on the next Community Centre Committee agenda 'To approve the handover document and pack on the roles and responsibilities for the cover of the Community Centre in the Manager's absence'**

- A digital software package for display on the recently installed technology in the entrance foyer called 'Repeat Signage 2013' had been sourced as a replacement for the current power point presentation. Members had a discussion on this package in relation to its use and its compatibility with the equipment recently installed for this purpose. Members agreed to approve the purchase of the 'Repeat Signage 2013 with a free upgrade to 2014' providing it is compatible with the equipment in the foyer up to a value of £200.00

**Proposed: Cllr. Abel    Seconded: Cllr. Dwyer**

**Agreed**

**Action: Community Centre Manager to check that the digital software package 'Repeat Signage 2013 with a free upgrade to 2014' is compatible with the equipment in the entrance foyer and if so, to order accordingly.**

- Members gave consideration for the Community Centre Manager to obtain a first aid qualification. Costs had been obtained for various levels of first aid courses and after a discussion on the content of the courses Members agreed that the Community Centre Manager should attend the 3 day training course delivered by St John's Ambulance at a cost of £295.00.

**Proposed: Cllr Dwyer    Seconded: Cllr. Shyamapant**

**Agreed**

**Action: Community Centre Manager to book with St John's Ambulance accordingly**

No routine expenditure was required

#### **223/CC REFURBISHMENT AND MAINTENANCE**

- Three quotations to clean the drains in the Community Centre car park were considered, following a discussion Members agreed to accept the quotation from Steve Jones and to request him to provide further information on the drains when carrying out the cleaning process

**Proposed: Cllr. Shyamapant    Seconded: Cllr. Dwyer**

**Agreed**

**Action: Community Centre Manager to advise Steve Jones accordingly**

- The Community Centre Manager advised Members that the digital video recorder and the cameras in relation to the CCTV are in need of upgrading. A discussion followed and Members agreed to defer this item to the next Community Centre Committee, Cllr. Dwyer and the Community Centre Manager will seek further advice on the requirements for the CCTV and bring suggestions to the next meeting

**Action: Cllr. Dwyer and the Community Centre Manager to seek further advice on the requirements for the CCTV**

**Action: Clerk to place on the next Community Centre Committee agenda ‘To discuss the way forward in relation to the Digital Video Recorder & Cameras with regard to the CCTV’**

#### **224/CC CLEANING CONTRACT**

The specification for the tender for the cleaning contract at the Centre was considered and Members requested the following amendments to be made:

**No. 8** – remove the word ‘spot’

**No. 9** - remove the word ‘spot’

**No. 1** – specify the core opening hours of the Centre which will need to be worked around, i.e. ‘cleaning to be carried out outside of the opening hours of the Centre which are as follows: (The Community Centre Manager to provide)

**No. 4** – Members queried whether the contractor can carry out their own risk assessment, the Community Centre Manager was asked to seek clarification on this.

An amendment was requested for the contract to run **from September 2017 for a period of 24 months**

A footnote to be added ‘**the contract can be terminated at one months’ notice**’

**Action: The Community Centre Manager to make the requested changes to the tender specification for the cleaning contract in addition to seeking clarification on the ownership of the risk assessment**

**Action: Clerk to place on the next Community Centre Committee agenda ‘To approve the specification for the tender document for the cleaning contract at the Centre’**

#### **225/CC COMMUNITY CENTRE CAR PARK**

- Members were advised that three cars are regularly parking in the Centre car park when the Centre is not in use. The Community Centre Manager had recently held a meeting with the local Police and had asked their advice on how to deal with this issue. The advice given was, in the first instance, write to every resident in the local vicinity thanking them for their cooperation in not using the car park reiterating the use of the car park is for users of the Centre only. If following this the letter is not adhered to the Police advised that letters can be placed on the windscreens of the offending cars but not

under the wipers. The Community Centre Manager and the Clerk were requested to compile a letter for Cllr. Dwyer and Cllr. Abel to review prior to distributing.

**Action: Community Centre Manager and Clerk to compile a letter to residents with regard to parking in the Centre car park.**

**Action: Cllr. Dwyer and Cllr. Abel to review the letter to residents with regard to parking in the Centre car park prior to distribution**

- The Community Centre Manager was also requested to place a notice in the window of meeting room 1 requesting users not to park in front of the room at pick up times for the After-School Club thereby not causing an obstruction.

**Action: Community Centre Manager to place a notice in the window of meeting room 1 requesting users not to park in front of the room at pick up times for the After-School Club**

## **226/CC MEMBERS REPORTS**

A request was made for the Fun Day page on the Parish Council website to be removed.

**Action: Clerk to request former Parish Cllr. Webb to remove the Fun Day page from the Parish Council website.**

## **DATE AND TIME OF NEXT MEETING**

**Thursday 25<sup>th</sup> May 2017 at 7.00pm**

The meeting closed at 9.43pm