

WHEATPIECES PARISH COUNCIL

MEETING: COMMUNITY CENTRE COMMITTEE

DATE AND TIME: Thursday 20th September 2018 at 7.45pm

LOCATION: Wheatpieces Community Centre

PRESENT: Cllr. Abel (Chairman), Cllr. Dwyer, Cllr. Hall,
Cllr. Reid, Cllr. Latter (374/CC)

IN ATTENDANCE: A Fendt (Community Centre Manager),
K Pavey (Accountant), T Shurmer (Clerk)

MINUTES

373/CC PUBLIC PARTICIPATION

There were no Members of the public present

374/CC TO RECEIVE APOLOGIES FOR ABSENCE

Apologies had been received and were accepted from Cllr. Dempster and Cllr. Shyamapant

Cllr. Latter joined the meeting

375/CC TO RECEIVE DECLARATIONS OF INTEREST

No declarations of interest were received

376/CC TO APPROVE AND OTHERWISE DEAL WITH THE MINUTES OF THE MEETING HELD ON THURSDAY 19TH JULY 2018

The minutes of the meeting held on Thursday 19th July 2018 were approved

Proposed: Cllr. Hall Seconded: Cllr. Abel

Agreed

377/FC FINANCE

➤ The Accountant presented the accounts for the month of August 2018: the total income for August 2018 was £2,768.48, Members were advised that August is a quiet month for income due to the school holidays. The expenditure for the month of August 2018 was £4,424.76, the expenditure was higher than budgeted for due to a repair cost following the lightning conductor test and the replacement of an LED light in the main hall thereby resulting in a deficit for August 2018 of £1,656.28. The income for the year to date is £20,287.56 and the expenditure for the year to date is £21,272.05 resulting in a deficit of £984.49.

Members requested for a first draft of the Community Centre budget for the financial year 2019/2020 to be presented to the Community Centre Committee meeting scheduled for Thursday 15th November 2018 in readiness to be collated with the Parish Council budget for consideration at the Full Council meeting scheduled for Thursday 6th December 2018.

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The Accountant advised that when preparing the budget for 2019/2020 she will also add an additional line for consideration of prospective expenditure for the extension to the Community Centre.

Action: Accountant and Community Centre Manager to prepare a budget for the Community Centre for the financial year 2019/2020 in readiness for consideration at the Community Centre Committee meeting scheduled for Thursday 15th November 2018.

Action: Clerk to place on the Community Centre Committee meeting agenda scheduled for Thursday 15th November 2018 'To consider a budget for the forthcoming financial year (April 2019 – March 2020) for the Community Centre'

- The Accountant advised Members that the C.I.C. monies has now been finalised with HMRC and she will visit the bank to organise a cheque for the transfer of the funds to the Parish Council.
- The Community Centre Manager advised that the burglar alarms require to be serviced and that he will be organising this shortly.

The Accountant advised Members that, in the future, she will forward the Community Centre accounts on the Thursday prior to the Community Centre Committee meeting for their perusal.

The Accountant was thanked for her attendance and at 8.00pm duly left the meeting.

378/CC COMMUNITY CENTRE EXTENSION

Members gave consideration to the initial plans received from the Architect of the proposed extension to the Community Centre.

Following a discussion it was agreed to request the Architects to make the following amendments to the plans:

1. **Line of Back Wall** - Change line of back wall of the chill out space so that it is a straight line between the existing building and the main extension. (As it stands, in the existing plan, the area marked 'external storage', tucked away out of sight has potential to become a 'hide out'.
2. **Creating Private Patio area** – Insertion of a physical barrier (e.g. a gate, railings or wall) between the external corner of the main extension and existing building. This is to create a private patio area which can be accessed via the main hall and chill-out space. Blocking this area off will also ensure that the space does not become a 'hide out' area.
3. **Internal Storage** - Create an internal storage space (largely covering the area that is currently marked as 'external storage'. This should have internal door access on the SW side, leaving space for a coffee vending machine on the NW side.
4. **Kitchenette** - Insert a roof window in the kitchenette to give it natural light.
5. **WC** - Insert a roof window (or normal window) in the accessible WC to give it natural light and ventilation
6. **External material options** - There is a preference for something matching the slate / dark grey plinth.

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7. **Roof line / elevation plans** - The larger windows seem sensible as well as keeping the line of the roof of the chill out area and extension the same (i.e. option C) – However, we need to be mindful that the extension needs to be as multi-purpose as possible, so wouldn't want to make the ceiling of the extension too low if it compromises use.
8. **Solar Panels or Green Roof** – The preference is to go for whichever option keeps costs down over the longer term (i.e. reduces energy bills) and is low on maintenance. We're happy to be guided on this but are thinking that solar panels would probably fit this requirement best.
9. **External Bin Storage** – A structured shelter for bin storage is required. This should be large enough to accommodate 2 large green bins and 1 blue bin. (Please confirm exact sizes with centre manager). The storage area needs to be out of sight, but not far from the main entrance so that customers use it. Therefore, it is suggested that this shelter goes in the garden area. (NB: The remaining 2 brown bins can be stored at the back of the centre).

Removal of low-level lighting columns - Aside from the main extension requirements, there are eight (exact number TBC) low-level lighting columns in the garden. Three will need to be removed as part of the extension build, so when the time comes for writing the spec, we'd like consideration of removal of the remaining five columns to be included, provided that this is possible within the budget.

Cllr. Dwyer offered to collate the ideas and forward these to Cllr. Meredith and the Community Centre Manager for forwarding onto the Architects.

Action: Cllr. Dwyer to collate the ideas for amendments to the plans and forward these to Cllr. Meredith and the Community Centre Manager for forwarding onto the Architects

379/CC TO CONSIDER OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

The list of outstanding actions from previous meetings was reviewed as follows:

- The transfer of the monies from the C.I.C. should be resolved by the next Community Centre Committee meeting.
- With regard to the two benches placed into storage with TBC that are owned by the Parish Council, TBC had forwarded a photo of two benches that are stored at their offices, however, Members confirmed that these are not the benches owned by the Parish Council. The Community Centre Manager will take a photo of a similar bench to those placed into storage for the Clerk to forward onto TBC.

Action: Community Centre Manager to send a photo of a similar bench to those placed into storage at TBC.

Action: Clerk to advise TBC that the benches stored at their offices are not the benches owned by the Parish Council and to forward a photo of a similar bench to those placed into storage.

- The majority of the rest of the outstanding actions have been carried out or are on the agenda for discussion/consideration at the meeting

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380/CC COMMUNITY CENTRE MANAGEMENT

- The Community Centre Manager presented his report as follows:
 - The new CCTV has been installed, the eight old cameras have been removed and they have been replaced with four very small cameras that give a much better scope of the centre and its surroundings.
 - The three large spotlights that were on the wall overlooking the gardens have also been removed as these were not used.
 - The new contractor for the maintenance of the Community Centre gardens started at the beginning of August and has settled in nicely. He has now caught up with the back log and many positive comments about the gardens were received at the fun day.
 - The cubs will be planting daffodils in the borders in October as part of their environment badge.
 - Over the summer holidays some maintenance work was carried out around the centre, this included replacing wooden panels in the play area, and fixing the blinds in meeting room 2.
- Members were advised that the resident who parks his car in the Community Centre car park has not parked in there since August 2018, therefore this is not an issue at the moment.

381/CC REFURBISHMENT AND MAINTENANCE

Members were advised that the company who are requesting to install a small antenna in the Community Centre tower had been requested to provide a health report confirming that, as stated during their presentation in June 2018, there are no health risks linked to the proposed installation. To date no report has been provided. Members agreed to remove this item for consideration as the company had had ample time to provide a report.

382/CC PARISH FUN DAY 2018

Members commented that Fun Day 2018 was the most successful Fun Day that the Parish Council had held. The total amount raised on the day was £431.29, however, the total amount of expenditure was not yet finalised, an update will be given at the next Full Council meeting scheduled for Thursday 4th October 2018.

383/CC CORRESPONDENCE

A website message had been received from a gentleman who had approached the Parish Council at the end of 2017 in relation to meeting the Parish Council to talk through the possibility of running a youth club within the Community Centre. He was invited to attend a Community Centre Committee meeting to provide Members with further information, however, at that time he did not take up the offer. Members were advised that the gentleman now wishes to accept the offer to attend a meeting to discuss his ideas.

It was agreed that he should be invited to a future Community Centre Committee meeting and be placed on the agenda following the Accountant. The Community Centre Manager also requested for his details to be forwarded to the gentleman prior to attendance in the event that any further information about the Community Centre is required.

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Action: Clerk to invite the gentleman to a future Community Centre Committee meeting to talk through his ideas on the possibility of running a youth club within the Community Centre.

Action: Clerk to pass on the details of the Community Centre Manager in the event that any further information about the Community Centre is required.

384/CC MEMBERS REPORTS

There were no Members reports

DATE AND TIME OF NEXT MEETING

Thursday 18th October at 7.00pm

The meeting closed at 8.50pm