

WHEATPIECES PARISH COUNCIL

MEETING: COMMUNITY CENTRE COMMITTEE
DATE AND TIME: Thursday 16th July 2015 at 7.30pm
LOCATION: Wheatpieces Community Centre
PRESENT: Cllr. G Dwyer, Cllr. Meredith, Cllr. V Hammond,
Cllr. C Reid, Cllr. Sawkins, Cllr. Shyamapant
IN ATTENDANCE: T Shurmer (Clerk)

MINUTES

021/CC PUBLIC PARTICIPATION

No members of the public were present

022/CC APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from the Community Centre Manager

023/CC DECLARATIONS OF INTEREST

None were declared

024/CC APPROVE AND OTHERWISE DEAL WITH THE MINUTES OF THE MEETING HELD ON THURSDAY 18th JUNE 2015

The minutes of Thursday 18th June 2015 were approved.

Proposed: Cllr. S Meredith **Seconded:** Cllr. W Sawkins
Agreed

025/CC TO CONSIDER OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

- The measurements of a leaflet holder previously sourced for the entrance foyer did not fit in the space proposed, following a further discussion in relation to this item it was decided to look at the viability of a free standing leaflet holder
Action: The viability of a free standing leaflet holder to be looked into for the entrance foyer.
- Members were advised that the contractor who is going to carry out the required painting works to the tower had supplied a risk assessment, a method statement and his public liability insurance as requested by the Parish Council. Cllr. Dwyer confirmed that he was happy with the documents that had been provided.
- A response had been received from GFPM to the letter sent by the Parish Council dated 29th June 2015 reminding him of his obligations in relation to the refurbishment of the gent's toilet/shower facilities. It was agreed to discuss this response later in the meeting.

- A response had been received from the Chairman of the Community Interest Committee in relation to the letter enquiring of the committee's intention for the use of the Community Centre surplus finds, the response advised that the Chairman will contact her fellow Directors' to discuss the way forward on this matter.

026/CC FINANCE

- Karen Pavey was unable to attend the meeting but had submitted the Community Centre accounts for the month of June 2015. The total income in June 2015 was £4,288.34 with an expenditure for the month of £2,999.05 leaving a surplus of £1,289.29 and for the year to date of £2,644.19. A request was made for the Petty Cash expenditure sheets to be circulated to Members in addition to the Community Centre accounts for the meeting.
Action: Clerk to request Karen Pavey to circulate the petty cash expenditure to Members of the committee in addition the Community Centre accounts.
Clerk to circulate petty cash expenditure to date to all Members for the September Full Council meeting.
- The invoice for the works to the Community Centre website was discussed, it was reported that the hosting providers had been very supportive in addressing the various queries that had been raised with them following the work to provide a calendar/timetable on the website and although some of these are still ongoing the bulk of the work has now been carried out. It was agreed that the invoice to them should be paid.
Proposed: Cllr. Sawkins Seconded: Cllr. Meredith
Agreed
- The outstanding invoices with regard to the heating system at the Centre were discussed, however, Members felt that they needed the history of events in relation to these outstanding payments from the Community Centre Manager and due to his absence made a decision to defer this item until the September meeting.
Action: Clerk to advise the company that the outstanding invoices will be considered at the September meeting. In addition to place on the September Community Centre Committee agenda 'To consider the way forward with regard to the outstanding invoices in relation to the heating system'.
- In relation to routine expenditure the Community Centre Manager had reported that his emergency mobile phone was not working properly and he had requested a new one. A discussion with regard to this followed and it was agreed that a contract mobile phone should be looked into, the terms of the contract should be in the region of £10.00 - £15.00 per month with no fee for the phone itself. Suitable phones and tariffs should be brought back to the next Community Centre Committee meeting in September for consideration.
Action: Cllr. Reid to enquire in relation to suitable mobile phones and tariffs for contract mobile phones for consideration

027/CC COMMUNITY CENTRE MANAGEMENT

- The Community Centre Manager had submitted a report for the meeting as follows which Cllr. Dwyer presented:
- The painting of the tower and the Community Centre Manager's office will commence on Monday 27th July 2015.
- The work to create a storage room at the end of the main hall will commence on Monday 3rd August 2015.
- A quotation has been obtained to carpet the remainder of the tower for the sum of £2,600. Members discussed this quotation but decided, at this time, not to proceed to have this work carried out.

Action: Community Centre Manager to advise the carpet company accordingly.

- Dyno Rod had been called out to unblock the toilets, Members agreed that the frequency of this should be monitored. A further discussion then followed in relation to the provision of various bins in the Centre and it was agreed that the following should be provided:

A plastic swing bin up to a value of £10.00 for nappy disposals in the disabled/baby changing room.

Nappy bags for use in the disabled/baby changing room.

The provision of a further sanitary disposal bin should be added to the existing contract for use in the disabled room.

Waste paper bins for the small meeting room and the upstairs offices, it was agreed that up to £10.00 per bin could be spent on these.

**Proposed: Cllr. Dwyer Seconded: Cllr. Meredith
Agreed**

Action: Community Centre Manager to monitor the frequency of the unblocking of the toilets at the Centre.

Action: Community Centre Manager to add a further sanitary disposal bin to the existing contract for use in the disabled room.

Action: Community Centre Manager to provide nappy bags for use in the disabled/baby changing room.

Action: Clerk to purchase x1 plastic swing bin for the disabled/baby changing room and x3 waste paper bins for the small meeting room and the upstairs offices.

- Options and prices for a uniform for the Community Centre Manager had been circulated and a discussion on the options followed. It was agreed that x5 of the RX100 RTXTRA Classic Poly/Cotton Pique polo shirts and x1 fleece should be ordered from First Impressions in the colour navy with a yellow logo- 'Wheatpieces Community Centre' embroidered on. It was also agreed that x2 pairs of dark grey multi zip-off trousers should be obtained from Mountain Warehouse in addition to a magnetic badge with the wording 'Wheatpieces Community Centre Manager' with the Parish Council logo in the corner.

**Proposed: Cllr. Dwyer Seconded: Cllr. Meredith
Agreed**

Action: Clerk & Cllr. Abel to place order for embroidered polo shirts and fleece.

Action: Clerk to order zip-off trousers and a magnetic badge.

028/CC REFURBISHMENT AND MAINTENANCE

- Cllr. Dwyer presented a first draft of initial ideas put forward for forward planning of the Community Centre for consideration. These included three categories – short term, medium term and long term planning and Members were requested to give these consideration over the summer and e-mail any suggestions/further ideas that they may have to Cllr. Dwyer before the September Community Centre Committee meeting.
Action: Members of the committee to e-mail Cllr. Dwyer with any suggestions/ideas for short/medium/long term planning for the Community Centre prior to the next committee meeting.
Action: Clerk to place 'to consider Short/Medium/Long Term planning for the Centre on the next committee agenda.'
- Two quotations had been received to date for the refurbishment of the gent's toilet/shower facilities. Following a discussion it was agreed that these should be taken to the Full Council meeting scheduled for September in addition to any others received prior to that date and the contractors should be advised accordingly.
Action: Community Centre Manager to advise the companies who have provided the quotations for refurbishment of the gent's facilities that these will be presented to the Full Council meeting scheduled for Thursday 3rd September 2015.
Action: Clerk to place on the Full Council agenda 'To consider the quotations for the refurbishment of the gent's toilet/shower facilities'.
- Quotations had been circulated for a new sign for the Community Centre on the front of the building. The preferred option was for an aluminium composite panel and it was agreed to request different concepts in relation to this with a preference for black lettering on polished aluminium. A discussion followed on whether to put the Community Centre website address on the sign instead of the e-mail address in addition to the landline telephone no. The decision for this is to be made at the September committee meeting.
Action: Cllr. Meredith to contact the sign company to supply different concepts of the aluminium composite panel for consideration at the September committee meeting.
Action: Clerk to place 'To consider the design of a new sign on the front of the Community Centre building' on the next committee agenda.
- Quotations for the replacement of the fencing around the children's play area outside of the Community Centre were still in the process of being obtained so this item was deferred to the next committee meeting.
Action: Clerk to place 'To consider the quotations for replacement fencing around the children's play area at the Centre' on the next committee agenda.

029/CC COMMUNITY CENTRE GARDENS

The quotation for the design of the Community Centre gardens was considered, however, it was decided that this was too expensive and the way forward in the short term will be to tidy up and replicate what's already in the gardens.

Members were advised that the gardeners who currently maintain the gardens may be able to provide some ideas for consideration by the Parish Council and it was agreed to approach them to request if they would be willing to give their expertise and advice to the Parish Council. Members also agreed that they should be paid for this service up to a maximum of 5 hours in accordance with their hourly rate. This time should also include inviting them to the next scheduled Community Centre Committee meeting to present their ideas to the Parish Council.

Proposed: Cllr. Reid Seconded: Cllr. Sawkins

Agreed

Action: Clerk to approach the current gardeners to request if they are willing to provide their expertise and ideas for the Community Centre gardens and attend the next Community Centre Committee meeting scheduled for Thursday 17th September 2015 to present these ideas to the Parish Council.

The quotation to turf the area at the back of the Community Centre was agreed and it was decided that this should be carried out in September. It was also suggested that the gardeners liaise with the Community Centre Manager in relation to the watering of this once it is laid.

Proposed: Cllr. Dwyer Seconded: Cllr Reid

Agreed

Action: Clerk to advise NP & M Smart to turf the area at the back of the Community Centre and request for this to be carried out in September.

030/CC MEMBERS REPORTS

- The response from GFPM in relation to the letter sent by the Parish Council dated 29th June 2015 reminding him of his obligations in relation to the refurbishment of the gent's toilet/shower facilities was discussed. Following consideration of his response it was agreed that the Parish Council should respond to GFPM as follows:
'Thank you for your e-mail and the Parish Council note that you will not be returning to the Community Centre to work on the gents toilet/shower facilities'.

Action: Clerk to respond to GFPM in accordance with the above wording.

DATE AND TIME OF NEXT MEETING

Thursday 17th September 2015 7.30pm

The meeting closed at 9.35pm.