



## **PYE GREEN COMMUNITY CENTRE MANAGEMENT COMMITTEE**

Town Council Office  
Pye Green Community Centre, Bradbury Lane, Hednesford,  
at 10.00am on Monday 21 March 2016.

### **PRESENT:**

**Cllrs S Cartwright (Charimant, D Grice, B Gamble, A Pearson and L Whitehouse**

#### **1. Minutes**

The minutes of the meeting held on Tuesday, 30<sup>th</sup> June 2015 were approved as a correct record.

#### **2. Review of Fees, Charges and Terms & Conditions of Hire**

It was agreed that no changes to be made.

#### **3. Regular Users - Issues**

The Centre had lost an all-day booking on a Thursday. Two new fitness groups had started and Slimming World had extended their hours. There were also two new regular users of meeting room 2

#### **4. Forward Bookings**

Several bookings had been received for children's parties; however bookings for private parties were down

#### **5. IT Suite**

Training continued on Monday mornings. Use of the suite free of charge 9.30 am – noon Tuesday to Friday had been advertised

#### **6. Maintenance and Improvements Programme**

Between Christmas and New Year the caretaker/handyman had painted the function room and kitchen. Since then he had worked his way through the Centre painting the rest of the building

Members carried out a thorough site inspection and commented that overall the building and grounds were in extremely good condition and wished their thanks to be passed onto the staff for their hard work

Most maintenance was kept up to date by the caretaker/handyman. The Committee requested that slabs on the car park be replaced urgently. The render at the rear of the

property was crumbling and was not covered under warranty. It was agreed that 3 quotes be obtained for remedial work to be carried out. Niken need to be reminded once again to rectify an existing leak.

**7. Exclusion of the Public**

Resolved:

That the public be excluded from the meeting due to the confidential nature of the business to be transacted

**8. Staffing Matters**

The Committee approved arrangements to provide temporary cover for an employee absent on long term sick leave

**9. Bar Contractor**

Subject to approval by the full Council the Committee proposed that the existing arrangement for providing a licensed bar service with Plyvine Catering be terminated and a new arrangement be entered into with A J S Catering & Events on the basis that as well as the bar (with the Council receiving a percentage of takings) they would also provide supervisory/caretaking activities and promote the use of the Centre for private functions

Signed:

Dated