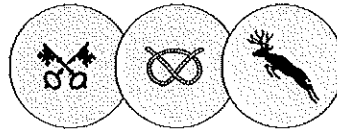


Hednesford Town Council



9th July 2018

Dear Councillor

A Meeting of the Community Centre Management Committee will be held at the Town Council Office, Pye Green Community Centre, Bradbury Lane, Hednesford at 10.30am on 24th July 2018.

You are invited to attend for consideration of the matters shown on the agenda.

Yours sincerely

Peter Harrison
Town Council Manager/Clerk

To Members of the Community Centre Management Committee

Chairman – Cllr. Mrs D Grice, Vice-Chairman – Cllr. Mrs S Cartwright and Cllrs. D J Davis, M Davis, B Gamble, B Harding and A Pearson

All other members of the Council for information

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AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes – to approve the minutes of the meeting held on 21st February 2017 (Enclosed)
4. Review of Booking Procedure, Conditions of Hire and Fees and Charges
5. Building Maintenance and Upgrades
Members will be invited to tour and inspect the building and consider what works or upgrades (if any) should be undertaken during 2018-19

The approved 2018-19 budget provides £3000 for this purpose. In addition there is a sum of £200 for furniture and equipment and £87,000 in the Building Repairs and Renewals Reserve Account
6. Promotions, Advertising and Future Bookings
7. Regular Hirer's Issues
8. Future of the IT Suite
To consider the viability of maintaining the existing IT Suite which currently only has 2 regular users on Monday morning of each week
9. Review of Licensing and Bar Arrangements
10. Implementation of GDPR
11. Fire Safety Course
12. Staffing Arrangements

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PYE GREEN COMMUNITY CENTRE MANAGEMENT COMMITTEE

Town Council Office
Pye Green Community Centre, Bradbury Lane, Hednesford
at 11.00am on Tuesday 21st February 2017

PRESENT:

Cllrs S Cartwright (Chairman), D Grice, B Gamble

Mr P Harrison, Mrs L Bowman

1. Apologies

A Pearson and L Whitehouse

2. Declarations of Interest

None

3. Minutes

The minutes of the meeting held on Monday, 21st March 2016 were approved as a correct record

4. Review of Fees, Charges and Terms & Conditions of Hire

Consideration was given to the scale of fees and charges. It was agreed that children's parties be charged at an hourly rate of £16 per hour rather than the special rate of £40 for 3 hours and that all other charges remain the same and be reviewed in 12 months' time

The following community groups had been using the meeting rooms free of charge on the basis that the Centre was already open for a commercial hire thereby incurring no additional caretaking costs:

Hednesford in Partnership, Heart of Hednesford (now understood to be meeting at Bella's), Friends of Hednesford Park (winter only), Probus Club and The Afternoon get Together every Monday

A request for free use had recently been received from 1st Hednesford Scouts Executive Committee

It was agreed that the Council be requested to consider the policy regarding charging community groups for use of the meeting rooms

5. Regular Users - Issues

Regular users had been asked if they had an issues they wished to raise and none had been received

6. Forward Bookings

Bookings were steady but could be busier on certain days, especially Saturdays, Children's parties: 11-03-17, 18-03-17, 29-04-17, Evening Parties with a Bar: 22-04-17, 29/07/17, 19/08/17, 26-08-17, 16-09-17, 06-01-18

7. Banners on the Front Railings

Banners promoting various groups that hire the Community Centre had been removed from the external railings, as they were looking very unkempt and from a Health & Safety issue they were becoming unsafe with the high winds at Pye Green. They could also be regarded as being in contravention of planning regulations. The committee agreed with the action taken and suggested that hirer's be invited to use "A-Boards" but only for the duration of their hire

8. Promotion and publicity for private hire

The new bar contractor AJ's Catering was running smoothly. The Committee supported the proposal for an open day to be arranged to promote further bookings

9. Maintenance and Improvements Programme

It was agreed to obtain advice and quotes for repairs to roof and for the installation of air conditioning in Meeting Room 1

The electricity supply tariffs had been reviewed and it was agreed to switch to EDF Energy who was offering the most competitive rates on a 2 year fixed deal

The arrangements for emergency lighting, fire extinguishers monthly testing and annual testing had been in place for some years and it was agreed that competitive quotes be obtained for future requirements

10. Exclusion of the Public

It was agreed that the public be excluded from the meeting due to the confidential nature of the business to be transacted

11. Staffing Matters

Members of the Committee expressed appreciation to all the employees who ensured that the Centre ran well and was maintained to a high standard

At the present time there were no major staffing issues but members of the Committee were conscious of the need for flexibility of any arrangements to ensure smooth running of the Centre

The Meeting ended at noon

Signed:

Dated: