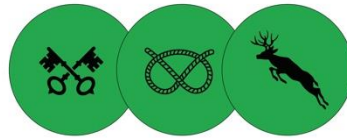


Hednesford Town Council



Gateway to the Chase

04<sup>th</sup> October 2022

Dear Councillor,

The Pye Green Committee Meeting will be held **at 7:00pm on Monday 10<sup>th</sup> October 2022 in Meeting Room 1** at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP.

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

Yours sincerely,

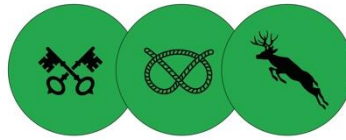
*Lindsey Smith*

Lindsey Smith  
Chief Officer  
Hednesford Town Council

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**Hednesford Town Council**  
**Pye Green Community Centre Committee Meeting**

**Monday 10<sup>th</sup> October 2022, 7PM**

To be held at Pye Green Community Centre, Bradbury Lane, Hednesford

The public are invited to attend the meeting in person.

The meeting will live stream on the Council Facebook page

**1. Public Participation**

**2. Apologies**

**3. Declarations of Interest**

**4. Minutes**

To review and approve the minutes of the PGCC Committee meeting held on 13<sup>th</sup> June 2022

**5. Half Year Profit and Loss Update for PGCC**

- I. Verbal update on status of current bookings (if possible and with assistance from Chief Officer Lindsey Smith)

**6. Building Survey Report Status Update**

Further reports still required:

- I. Asbestos Management Survey as per Asbestos Regulations 2012
- II. Fire Risk Assessment as per Fire Precautions (Workplace Regulations 1999)

**7. Motion from Chair Cllr Harrison**

- I. To review and accept the Electrical Installation Condition Report (EICR) received from Lindale Building Services, the Report will then be taken to Full Council for the same

**8. Motion from Chair Cllr Harrison**

To review the x3 quotes received for the remedial work required by the EICR and recommend a quote for moving forward to Full Council for approval for commencement of work

## **9. Electrical improvements/alterations to PGCC**

- I. Conversion to LED lighting
- II. Removal of meeting rooms from automatic lighting
- III. Alteration to noise restrictor system in function room to prevent cut-out of all power to PGCC in the event of excess noise (follow up item from previous Meeting)
- IV. Addition of hand dryers (this item will also provide an update on "Drain Insurance Claim")

## **10. Motion from Chair Cllr Harrison**

- I. Repair work is required to the PGCC bar cooling system. The system was recently described, during a recent repair to the system, as "in poor condition and not installed to a proper standard". Further investigation has revealed the system to be 20 years old. Work is recommended and required to replace the system with new indoor and outdoor units. x3 quotes have been obtained to carry out the necessary work. I would ask the Committee to review the x3 quotes and recommend x1 for moving forward to Full Council for approval

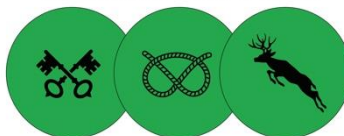
## **11. PGCC Marketing Plan and revenue ideas**

- I. Update on background progress since last Committee Meeting
- II. Utilisation of Community Officer and Chief Officer for forward strategy
- III. Possible production of a PGCC website
- IV. Requirement for a dedicated meeting to explore this topic in more detail with a view to producing a written plan for review and action

## **12. PGCC Hire Agreement**

Review work is required on the agreement to add missing information or update existing wording:

- I. Bar charge – not stated what any separate charge will be for hire outside of the promotional offer
- II. Terms of bar being available – stipulation may need to be made that a "bottled only bar" would be available for children's parties, unless it falls on the same weekend as an adult bar party (due life of barrels)
- III. Meeting Room 2 charges – no rate for one-off hire; long-term hire is stated as same as Meeting Room 1
- IV. Deposit – Officer Ginetta Adams, during her HTC employment, was advising hirers that the deposit was £80. The hire agreement states £100.
- V. Food waste – Biffa confirmed food waste etc can be disposed of in the skips. Do we wish to amend agreement so that parties and hirers do not have to take their waste away?
- VI. Amendment to hire times/promotional period for function room – Officer Ginetta Adams, prior to her departure, flagged up that our current window of charges "up to or from 5pm" could do with changing to "up to or from 6pm". An amendment accordingly would make sense due to an existing long-term hirer being in the function room till 3pm.
- VII. Proposed new booking form



**13. PGCC Hire Report Form – Mayor Mawle & Chair Cllr Harrison**

**14. Motion from Cllr Harrison to propose the creation of a new Historical Items Register**

- I. As a Council we hold an Asset Register, but I am proposing the creation of a separate and new Historical Items Register.
- II. The purpose is to create a complete and extensive record of **all** historical items, irrespective of value, within HTC possession whether gifted or under temporary guardianship. This will require some time to be volunteered by Councillors and/or time spared by Council Officers to identify all relevant items and locate corresponding documents (which could be on hard copy within filing cabinets only) to reflect whether HTC is the owner (via donation/gift) or if an item is only on loan. It may also prove necessary to contact any third-party owners to confirm that these items can continue within HTC guardianship and on PGCC premises.
- III. Notification to Cannock Chase Museum of details of these historical items (suggested last meeting by Cllr Jagger)

**15. “Historic Hednesford” - Proposal from Officer Matthew Johnson and Cllr Laura Harrison**

- I. To organise and hold an event highlighting historic items held by the Council with contributions (to the event) from the Community and local groups/organisations invited.

**16. Community Groups Room use & events**

[this item is dependent on Motion outcome from Full Council 4/10/22]

**17. PGCC Development ideas**

**18. Date of next meeting**