



## **Pye Green Community Centre Committee Meeting**

**Thursday 19<sup>th</sup> September 2023 at 7pm**

**Meeting held at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP**

### **Present:**

Cllr Laura Harrison (Chair)  
Cllr Paul Jones (Deputy Chair)  
Cllr Alan Pearson  
Cllr Sheila Cartwright

### **In attendance from Hednesford Town Council:**

Lindsey Smith - Chief Officer  
Cheryl Kinsella – Finance Officer

### **Members of the Public:**

There was 1 member of the public present

### **1. Public Participation**

No points were raised under public participation

### **2. Apologies:**

Cllr D Cartwright  
Cllr Walker

### **3. Declaration of Interest**

Cllr Alan Pearson declared he was a distant relative of a member of the PGCC Facilities Staff

Cllr Paul Jones declared that he was related to a member of the PGCC Facilities Staff

### **4. Previous Minutes**

Previous minutes from the PGCC Committee meeting held on 20<sup>th</sup> February 2023 were accepted to record

Proposed: Cllr Harrison

Seconded: Cllr Jones

For: Cllr Harrison, Cllr Jones, Cllr Pearson, Cllr S Cartwright

**5. Building Works Update – moved to agenda item**

**6. Operational Update**

**7. Update from Community Officer**

Cllr Harrison moved agenda items 5-7 to later in the meeting as it did not need a vote due to Cllr Jones needing to leave the meeting at 7:45pm

**8. Motion from RFO for approval for updated version of PGCC Hire Agreement**

A discussion took place about the amendments to the PGCC Hire Agreement

Cllr Harrison queried the inclusion of no dogs apart from guide dogs. The RFO informed that it was to bring PGCC in line with H&S. A further discussion resulted in the inclusion of therapy dogs being exempt from the hire agreement in addition to guide dogs.

Proposed: Cllr Harrison

Seconded: Cllr Jones

For: Cllr Harrison, Cllr Jones, Cllr Pearson, Cllr S Cartwright

**ACTION: New PGCC Hire Agreement with the inclusion of therapy dogs accepted**

**9. Motion from Chief Officer to replace free tall standing fridge in the bar from CIL Funding**

Chief Officer informed the fridge is no longer cooling to the correct temperature and best price found was £414.00 +VAT

Proposed: Cllr Pearson

Seconded: Cllr Jones

For: Cllr Pearson, Cllr Jones, Cllr Harrison, Cllr S Cartwright

**ACTION: Fridge to be ordered and funds taken from CIL**

**10. Motion from Chief Officer to explore installation of electric charging point within PGCC Carpark from EV Plus**

Chief Officer presented information and breakdown from EV Plus for the installation of electric charging point in PGCC Carpark. A discussion followed in which Committee were supportive of supplying a charging point but want to also explore other providers and any grants that may be available. Committee would welcome a presentation from EV Plus at a future PGCC Committee meeting

Cllr Harrison proposed an amendment to the motion to include other providers in addition to EV Plus

Proposed: Cllr Harrison  
Seconded: Cllr Jones  
Agreed: Cllr Harrison, Cllr Jones, Cllr S Cartwright, Cllr Pearson

Motion from Chief Officer for permission to investigate and install ECP within carpark of PGCC

Proposed: Cllr Harrison  
Seconded: Cllr Pearson  
For: Cllr Harrison, Cllr Pearson, Cllr Jones, Cllr S Cartwright

**Action: Officers to invite EV plus to a future PGCC Committee meeting and to explore other providers and grants of ECP**

## **12. Marketing and Promotion**

Cllr Harrison moved agenda items 12 to later in the meeting due to Cllr Jones needing to leave the meeting at 7:45pm

## **13. 2024/2025 Budget Requirements**

RFO presented budget summary for 23/24

Cllr Harrison queried if it is correct for loan repayment to sit under PGCC and was informed by Cllr Pearson that the loan is attached the Council and not the building and no matter what that it needs to be repaid.

Cllr Harrison queried if there was a way to offset to interest element from PGCC

7:45pm – Cllr Jones left the meeting

A discussion took place around budget setting with Cllr Harrison asking Officers for suggestions/revisions to the budget to be brought to next PGCC Committee meeting

A further conversation took place about why the Council is charged for use of the room at PGCC and that this was not previously done and should this be removed from the 2024/2025 budget

**Action: Officers to present a suggested PGCC budget at the next Committee meeting**

## **5. Building Works Update**

An update was provided on the current works/operational matters at PGCC

Cllr Harrison proposed that the Standing Orders been suspended to permit the remaining business to be heard

Proposed: Cllr Harrison  
Seconded: Cllr Pearson  
For: Cllr Harrison, Cllr Pearson, Cllr S Cartwright

**Action: Standing Orders temporarily suspended**

**6. Operational Update**

A through overview was provided to Committee

- a. Hirers have been notified of change in rates and how this will impact. Feedback has been overall very positive
- b. Booking were up with several new groups due to start from September onwards. Weekends are filling up with limited capacity remaining  
Feedback from hirers is very good
- c. Music License has been updated
- d. Interactive display screen has been installed in MR1 from Prosperity Funds
- e. Risk Assessment is a work in progress
- f. Keys for PGCC are being arranged for Cllr Pearson
- g. Chief Officer and RFO are contacts for School Court Sheltered Housing

**7. Update from Community Officer**

Chief Officer presented update from Community Officer on latest activities

**11. Events**

A discussion took place about the proposed Christmas Event at PGCC on 16<sup>th</sup> December 2023

Cllr Harrison wanted to advance planning for other events at PGCC. Chief Officer enquired as to the purpose of the events and that Council need to ensure that the events benefit the residents of Hednesford and meet a need

**Action:** working group to be formed to discuss the Christmas event and other events further

**12. Marketing and Promotion**

Cllr Harrison advised that there is no clear marketing plan for PGCC

Chief Officer advised that need to brand PGCC and asked Committee to start off with ideas on what they want the brand to represent, and then to ensure regular information and updates are given.

Cllr Harrison suggested that this may need to be taken to full council in November

**14. Action Planning for PGCC**

A discussion around what are the priorities for PGCC. Chief Officer informed that a local action plan will help to give clear direction to Officers and provide accountability to the community

**14. Date of next meeting**

Tuesday 21<sup>st</sup> November 2024 at 7pm at Pye Green Community Centre

Meeting closed at 9:35pm

Signed (Chair of PGCC Committee):

Date:

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