

WHEATPIECES PARISH COUNCIL

MEETING: COMMUNITY CENTRE COMMITTEE

DATE AND TIME: Thursday 20th February 2020 at 7.30pm

LOCATION: Wheatpieces Community Centre

PRESENT: Cllr. Dempster, Cllr. Pullen, Cllr. Shyamapant

IN ATTENDANCE: Cllr. Meredith, A Fendt (Community Centre Manager),
T Shurmer (Clerk)

MINUTES

Cllr. Meredith (Chairman of the Wheatpieces Parish Council) was in attendance and chaired the meeting in the absence of Cllr. Abel and Cllr. Reid.

Cllr. Meredith welcomed all in attendance to the Wheatpieces Community Centre Committee meeting.

493/CC PUBLIC PARTICIPATION

There were no Members of the public present

494/CC TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr. Abel, Cllr. Reid and K Pavey (Accountant)

495/CC TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest

496/CC TO APPROVE AND OTHERWISE DEAL WITH THE MINUTES OF THE MEETING HELD ON THURSDAY 21ST NOVEMBER 2019

The minutes of the meeting held on Thursday 21st November 2019 were approved

**Proposed: Cllr. Dempster Seconded: Cllr. Pullen
Agreed**

497/FC FINANCE

- In the Accountant's absence Cllr. Meredith presented the accounts for the month of January 2020. The total income for January 2020 was £5,455.51 and the expenditure for January 2020 was £3,492.79 resulting in a surplus of £1,962.72. The total income for the year to date is £42,214.73 and the expenditure for the year to date is £37,257.44 resulting in a surplus of £4,957.29, with only two months of the financial year remaining a good surplus going into the next financial year. An analysis of both the maintenance expenditure and sundry expenditure had also been circulated. Cllr. Meredith expressed a thank you to the Community Centre Manager for his management of the Community Centre.
- No routine expenditure was requested.

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988/CC TO CONSIDER OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

The outstanding actions from previous minutes had all been carried out apart from the following which are on hold until the extension works have been carried out:

- An application for consideration of funding towards a kitchen upgrade.
- The refurbishment of the benches in the Community Centre gardens.
- The specification for the maintenance of the Community Centre gardens will be reviewed in June/July 2020 once the extension works have been completed. At the previous meeting Members agreed an extension of the existing contract for the maintenance of the Community Centre gardens until the end of September 2020. The gardener had been advised and the Clerk will follow this up with a confirmation letter.

Action: Clerk to send a confirmation letter to the gardener in relation to the extension of the contract for the maintenance of the Community Centre gardens until the end of September 2020.

499/CC COMMUNITY CENTRE MANAGEMENT

- The Community Centre Manager had circulated his report, which was taken as read, Members were asked if they had any questions.
- A discussion followed on the burglar alarms and the frequency of the alarms going off in recent weeks. The Community Centre Manager advised that he is currently obtaining quotations for a new alarm system in addition to new CCTV cameras for the extension and requested if the required upgrade to the burglar alarm in the existing building could be brought forward prior to completion of the extension works.
- The Terms and Conditions for the hire of the Community Centre had previously been circulated and were discussed by the Members present. A suggestion had been put forward on point 5, *‘Please adhere to the times that have been booked for you, any extra usage will be charged accordingly’* to include *‘will be charged in 15minute increments and persistent over-runs beyond the booked time may result in future exclusion from the centre.’* In the absence of the Chairman and Vice-Chairman of the Community Centre Committee Members agreed to defer the approval of the amendment to the next Full Council meeting scheduled for Thursday 5th March 2020.

Action: Clerk to circulate the amended Terms and Conditions for the hire of the Community Centre for Members consideration at the next Full Council meeting

Action: Clerk to place on the next Full Council agenda ‘To consider the Terms and Conditions for the hire of the Community Centre’

- Members considered the purchase of an external post box for the Community Centre and associated installation required as part of the pre-extension works. Members agreed for the purchase of a black wall mounted secure outdoor parcel/large packets delivery box at a cost of £119.99 and an additional installation cost of £30.00.

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**Proposed: Cllr. Pullen Seconded: Cllr. Shyamapant
Agreed**

Action: Community Centre Manager to order a black wall mounted secure outdoor parcel/large packets delivery box and arrange for its installation.

500/CC CHILDREN'S PLAY AREA

The Annual Inspection Report of the children's play area in the Community Centre grounds carried out on the 27th November 2019 had been circulated to Members. Most of the items that had been highlighted were low risk or very low risk. The Community Centre Manager advised that he would request the Centre's handyman to carry out required remedial works and that he will obtain quotations to repair/replace the seats on the swings which had been highlighted as a moderate risk.

Action: Community Centre Manager to obtain quotations to repair/replace the seats on the swings

Action: Clerk to place on the next Community Centre Committee agenda 'To consider the quotations to repair/replace the seats on the swings in the play area'

501/CC CORRESPONDENCE

No correspondence had been received

502/CC MEMBERS REPORTS

There were no Members reports

DATE AND TIME OF NEXT MEETING

Thursday 23rd April 2020 following the Annual Parish Meeting scheduled to take place on the same evening

The meeting closed at 8.10pm