

WHEATPIECES PARISH COUNCIL

COMMUNITY CENTRE COMMITTEE MEETING

ON WEDNESDAY 6TH OCTOBER 2021 AT 5.45PM

AT THE WHEATPIECES COMMUNITY CENTRE

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

IN ATTENDANCE: Cllr. Meredith (Chairman of the Parish Council)
A Fendt, (Community Centre Manager)
T Shurmer (Clerk)

MINUTES

503/CC – THE ELECTION OF CHAIRMAN FOR THE WHEATPIECES PARISH COUNCIL COMMUNITY CENTRE COMMITTEE

Cllr. Abel was nominated

Proposed: Cllr. Reid Seconded: Cllr. Dempster

Agreed

504/CC – THE ELECTION OF VICE-CHAIRMAN FOR THE WHEATPIECES PARISH COUNCIL COMMUNITY CENTRE COMMITTEE

Cllr. Reid was nominated

Proposed: Cllr. Pullen Seconded: Cllr. Shyamapant

Agreed

Cllr. Abel was unable to attend the meeting and Members agreed for Cllr. Meredith (Chairman of the Parish Council) to chair the meeting in Cllr. Abel's absence

505/CC - PUBLIC PARTICIPATION

There were no members of the public in attendance

506/CC - APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. Abel and K Pavey (Accountant)

507/CC - DECLARATIONS OF INTEREST

There were no declarations of interest

508/CC – FINANCE

- The Community Centre accounts for the period to 30th September 2021 had been circulated to Members. The total income for September 2021 was £7,884.05 and the expenditure for September 2021 was £3,865.63 resulting in a surplus of £4,018.42. The total income for the year to date is £31,289.10 and the expenditure for the year to date is £19,884.80 resulting in a surplus of £11,404.30. Members had no questions on the accounts.
- Members were requested to consider flexibility for the Community Centre Manager to refund security deposits paid to hirers of the Community Centre and to consider the Community Centre Manager becoming a signatory on the Community Centre bank account to be able to refund the security deposits via on-line banking. The Clerk reminded Members that payment procedures must be made in accordance with the Parish Council's Financial Regulations in addition to the Governance and Accountability Practitioners Guide requirements. The Clerk will seek advice from the Society of Local Council Clerks (SLCC) and Gloucestershire Association of Parish and Town Councils (GAPTC) in relation to procedures to refund security deposits on-line previously paid for the hire of the Community Centre.
Action: Clerk to seek advice from the SLCC and GAPTC in relation to procedures to refund security deposits previously paid for the hire of the Community Centre.

509/CC – COMMUNITY CENTRE MANAGEMENT

The Community Centre Manager had circulated his report, which was taken as read.

510/CC – REFURBISHMENT AND MAINTENANCE

- Members were requested to consider the installation of solar panels on the roof of the new extension in addition to replacing the gas boilers with electrical air conditioner units. Following a discussion, the Community Centre Manager was asked to obtain some costings for these for Members further consideration.
Action: The Community Centre Manager to obtain costings for the installation of solar panels and the replacement of the gas boilers with electrical air conditioner units for Members' consideration.
- Members were advised that the flooring in meeting room 1 requires replacing, the Community Centre Manager was requested to obtain quotations for Members' consideration
Action: The Community Centre Manager to obtain quotations for the flooring in meeting room 1 for Members' consideration.
- Members were advised that curtains are required for both meeting room 1 and meeting room 2. The Community Centre Manager was requested to obtain quotations for Members' consideration
Action: The Community Centre Manager to obtain quotations for curtains in both meeting rooms 1 and 2 for Members' consideration

511/CC – MAINTENANCE OF COMMUNITY CENTRE GARDENS

Members considered the gardening contract for the maintenance of the Community Centre gardens which is due to expire on the 31st March 2022. Members agreed the renewal should be for a three-year period and that the existing contractor should be requested to provide a quotation for this period in addition to placing an invitation to tender on the Parish website and noticeboards.

A query was raised on the height of the hedge surrounding the gardens and it was suggested that the height of the hedge should be reduced, at agreed positions, to discourage people congregating unseen in the gardens. Following a discussion Members agreed that Cllr. Meredith would request the grass cutting/gang mowing contractor for a quote to reduce the height of the hedge at agreed positions.

Members also requested the specification for gardening services to be amended to read – Quarterly - ‘cutting back of bushes in gardens on both sides of railings (to ensure not overhanging footpaths) to a height as directed’

A query was also raised if the number of hours in the specification (230 hours) is sufficient to maintain the gardens per annum and Members requested that an enquiry is made with the current contractor.

Action: Cllr. Meredith to request the grass cutting/gang mowing contractor for a quote to reduce the height of the hedge around the Community Centre gardens at agreed positions.

Action: Clerk to amend the specification for the maintenance of the Community Centre gardens to read – Quarterly - ‘cutting back of bushes in gardens on both sides of railings (to ensure not overhanging footpaths) to a height as directed’

Action: Clerk to enquire with the current gardening contractor if 230 hours per annum is sufficient to maintain the Community Centre gardens

Action: Clerk to invite the existing contractor to provide a quotation for a three-year period for the maintenance of the Community Centre gardens and place an invitation to tender on the Parish website and noticeboards

512/CC – OFFICIAL OPENING OF THE EXTENSION TO THE COMMUNITY CENTRE

Members were advised that the arrangements for the Official Opening of the Extension to the Community Centre scheduled for Thursday 28th October 2021 were progressing. The buffet has been organised and the layout for the evening agreed by the Cllr. Meredith and the Community Centre Manager. Members were requested to volunteer on the evening to assist with the serving of tea, coffee and wine.

513/CC – WEBSITE

Cllr. Dempster advised Members that he is still in communication with Aubergine in relation to the Community Centre section of the Parish Council website as currently the old website is not directing visitors to the new website.

514/CC - CORRESPONDENCE

No correspondence had been received

515/CC – MEMBERS REPORTS

There were no Members reports

DATE OF NEXT MEETING

Full Council Meeting

Thursday 4th November 2021 at 5.00 pm

at the Wheatpieces Community Centre (in the main hall to accommodate social distancing)

The meeting closed at 6.30pm