HELLESDON PARISH COUNCIL

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Minutes of Hellesdon Community Centre Committee meeting
Thursday 29th September 2022 at 7pm
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

Present
Cllr R. Forder (Chair of committee)
Cllr U. Franklin
Cllr S. Gurney
Cllr B. Johnson

Also in attendance
District Cllr S. Prutton and Mrs F. LeBon (Parish Clerk)

Welcome

The Chairman opened the meeting at 7pm and thanked everyone for attending

1. **Apologies and Acceptance for Absence**
   Apologies were received from Cllr D. King, these were **ACCEPTED.**

2. **Declarations of Interest and Dispensations**
   None received.

3. **Approval of the Minutes from the Meeting of 9th August 2021**
   The minutes of the committee meeting dated 9th August 2021 had been previously circulated. These were **AGREED**

4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
   Cllr Prutton requested that she be permitted to speak at the time item 8 is to be discussed. This was **AGREED**

5. **Community Centre Re-opening**
   a) To Receive Report on Refurbishment Project.
   The Clerk advised that Building Control had attended site today and were happy with the refurbishment project and for the community centre to open on 1st October, as the contract for the installation of the fire curtains in the loft space had commenced. Building Control had requested the toddler gate not to be put back up as this risks restricting egress in the event of a fire. As a result, the posts on which the gates were to hang are to be removed.
   The replacement speakers had also been deferred to allow the council time to consider an improved PA system which would be more suitable for the requirements of hirers.

Approved……

Date……

b) To Consider Requirements and Advice for Fire Safety Strategy

The Clerk reported that in the course of the building work some matters had been raised which would need to be considered in the future as part of the fire risk strategy. These included:

- Replacement doors on the corridor
- Fire warden and fire extinguisher training (to discuss with the staffing committee)
- Grab packs for the emergency services.

These will considered as part of a longer term strategy and budget.

c) To Agree Pricing for Hire of Community Centre and Ancillary Services

The following pricing was **AGREED**:

Standard Rates

These rates are for those who hire the community centre privately for parties or for those who operate as a business:

Room / Service	**Price (including VAT)**
Marjorie Lewis Room	£25.92 per hour
Sylvia Watling Room	£19.44 per hour
Olive Haseltine Room	£18.00 per hour
Spraggins Room	£16.20 per hour
Kitchenette (for making Teas / Coffees)	£6.48 flat rate
Kitchenette (for food prep)	£19.44 flat rate
Full Stage	£12.00 flat rate
Half Stage	£9.00 flat rate
Storage (based on 1 x metal cabinet – or as otherwise agreed)	£12 per month
Hot Water Flask in Room (2.5l) and 15 cups (or part thereof) set up and cleared away by caretakers. Tea/coffee etc not provided	£7.50 per flask

Community Rates

These rates are given for registered charities or other not for profit groups where all income is reinvested into the group and not used as drawings / salaries. Evidence of non-profit status may be requested.

Room / Service	**Price (including VAT)**
Marjorie Lewis Room	£12.96 per hour
Sylvia Watling Room	£9.72 per hour
Olive Haseltine Room	£9.00 per hour
Spraggins Room	£8.10 per hour
Kitchenette (for making Teas / Coffees)	£3.24 flat rate
Kitchenette (for food prep)	£9.72 flat rate
Full Stage	£6.00 flat rate
Half Stage	£4.50 flat rate
Storage (based on 1 x metal cabinet – or as otherwise agreed)	£6 per month
Hot Water Flask in Room (2.5l) and 15 cups (or part thereof) set up and cleared away by caretakers. Tea/coffee etc not provided	£3 per flask

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d) To Agree Terms and Conditions of Hire

Draft standard terms and conditions of hire were presented to the committee. Cllr Forder advised that these need to be updated in due course should the PA system be upgraded, as apps such as Spotify do not allow for public broadcast.

Discussions occurred regarding the use of inflatable play equipment in the building. It was **AGREED** after a proposal from Cllr Johnson and a second from Cllr Franklin that inflatable play equipment should be permitted in the building subject to an adequate waiver being signed by the hirer to ensure it is understood that Hellesdon Parish Council accepts no liability for injury or damage relating to use of the inflatable.

The standard terms and condition of hire were **AGREED**.

e) To Agree Charges for Bar Operation

The Clerk advised that there is no formal agreement in place for the external contracting of the bar. Discussions occurred as to the operation of the bar facility and whether there should be a payment, fixed or percentage, for the contract works. It was **AGREED** that the Clerk should continue to look into this, including the location of the original agreement between The Bull and the Parish Council for the gift of the driveway land to see what the restrictive covenants are.

6. Community Cafe

a) To Agree Requirements for the Opening of the Community Café

The Clerk presented a list of equipment required for the kitchen. Cllr Forder had sought advice about chopping boards as it was felt that the wooden ones were more hygienic than plastic ones. As only the plastic boards come in the correct colours required for food hygiene requirements, the council should purchase the coloured plastic boards but must replace them at the first sign of damage. Discussions occurred as to a till that could ensure the correct VAT rates were allocated and also allow for stock control. A suitable second hand till had been sourced and it was **AGREED** that this would be adequate. The list of equipment totalled £2,648.61 (excluding the coffee machine) and it was **AGREED** that a recommended budget of £2913 should be allocated to the project (the equipment cost plus 10%) and also the allowance for new card machine and some round black trays. It was also **AGREED** that the Clerk should highlight this list as to the urgency of each item to present to full council.

The Clerk provided a report into the preferred option of coffee machine, when marked against the following criteria:

- The necessity for a commercial product.
- The quality of drinks served.
- The ease of use of the machine.
- The ease of cleaning of the machine (inside and out).
- The benefit to as broad a range of clients as possible.

The recommendation of the Café Supervisor and the Clerk was that the Lavazza Wega was the most suitable product for the café. Discussions occurred as to the preferred method of purchase (outright, HP or rent) and it was **AGREED** that the recommendation to full council should be for an outright purchase at £3,250, but the Clerk should check on the annual servicing costs to ensure this is the best value for money.

Finally, the proposed menu and pricing was discussed. It was **AGREED** that all the pricing was in line with the aspirations of the café, with the exception of the coffees which were reduced by 20p each.

7. Community Centre Official Reopening Event

The Clerk gave a brief overview as to what had been agreed by the Events Committee so far. Lady Dannatt's office has provided a protocol sheet which is to be completed by the Parish Council prior to the event.

Cllr Gurney reported that she had been in touch with Hellesdon High School regarding the music. The Clerk is to look at the piano stool to see if it requires any remedial works as a result of being damaged in the community centre.
Cllr Gurney explained that she had arranged for Inchcape to provide some framed photos of the history of Mann Egerton. This is a project that a late parishioner had started, therefore the widow of this parishioner should be invited to the opening event so she can see the results of the project.

8. To Consider Correspondence from Cllr S. Prutton Regarding the Dementia Support Group

*It was **AGREED** that Cllr S. Prutton should be permitted to speak on this item*

Discussions occurred as to the actual needs of the Dementia Support Group as conflicting information had been given to Cllr Prutton and Cllr Gurney.
Concerns were raised about the qualification of the Dementia Support Group to qualify for Good Causes for Hellesdon, as the group was unconstituted.
It was **AGREED** that Cllr Gurney should speak with Norfolk County Council to see if there is any funding available to replace the MONUMENT funding which has been lost, in support of the Dementia Support Group.

9. Items for the Next Agenda
Budget.
To Review Opening of the Community Centre

10. To confirm the date, time and venue of next meeting
The next meeting of the Community Centre Committee to be confirmed.

Meeting closed at 9.25pm

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Approved……

Date……
Hellesdon Community Centre Committee 29th September 2022