HELLESDON PARISH COUNCIL

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Minutes of the Meeting of the Hellesdon Community Centre Committee held on
Monday 19 August 2019 at 7.00pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present

Cllr. B Johnson (Chairman)

Cllr. S. Gurney Cllr. U Franklin Cllr P Sparkes

Mrs M E Anderson-Dungar (Locum Clerk)

Welcome

The Chairman welcomed Members and opened the meeting at 7.00pm.

1. Apologies and acceptance for absence

Apologies were received and accepted from Cllr Buck. Cllr Fahy was absent.
POST MEETING NOTE: Cllr Fahy had sent apologies via an email message not opened until after the meeting.

2. Declarations of Interest and Dispensations

No requests for dispensations had been received.
The following interests were declared:
Cllr Franklin – items pertaining to Hellesdon Allotment Holders Association.
Cllr Johnson – items pertaining to Hellesdon Bowls Club
Cllr Gurney – items pertaining to Norfolk County Council, Broadland District Council

3. To nominate and agree Vice-Chairman of this Committee

Cllr Franklin proposed Cllr Gurney, seconded by the Chairman and **AGREED.**

4. Approval of minutes of extra-ordinary meeting held on 8 April 2019

Draft Minutes had been circulated, and it was

RESOLVED TO ADOPT

5. Public Participation

No members of the public present

Approved……

Date……

DRAFT

6. Financial Report

The report previously circulated was **NOTED** with thanks to the Finance Officer.

7. General Matters

7.1 To discuss report and agree room rates for 2020/2021

The report previously circulated was discussed, and it was

RESOLVED TO MAINTAIN THE CURRENT RATES FOR 2020/2021

7.2 To discuss report on customer satisfaction survey results of regular hirers for 2018/2019

The report previously circulated was discussed and all comments noted. Some items had already been noted for action pending receipt of external funding.

7.3 To discuss report and receive update on ongoing issue with a regular hirer and appropriate charges for room hire

After a detailed discussion, it was

RESOLVED TO ACCEPT RECOMMENDATION THAT THE GROUP SHOULD MOVE TO 75% OF THE COMMERICAL RATE ON 1 SEPTEMER 2019 AND TO FULL RATE FROM 1 APRIL 2020

7.4 To discuss report and recommendations of E-Fire Risk Assessments

Report previously circulated was discussed and it was

RESOLVED TO

- **EXPLORE COSTS FOR ON-SITE FIRE MARSHAL TRAINING**
- **CONFIRM FREQUENCY OF FIRE DRILLS**
- **OBTAIN 3 QUOTATIONS FOR:**
    - **REMEDIAL WORKS TO MAINS ELECTRICITY SUPPLY**
    - **DEFECTS TO FIRE DOORS AND WORK REQUIRED TO KITCHEN SHUTTER**
    - **FIRE AWARENESS TRAINING FOR ALL STAFF – ON-SITE**
    - **SOUNDERS AND VISUAL DEVICES FOR OUTSIDE TOILETS**

An extra Committee meeting to be scheduled once costings are available.

7.5 To discuss report on update of flooring issue in Sylvia Watling Room

The report previously circulated was discussed. It was emphasised that 3 quotes were necessary to comply with Financial Regulations, and 2 further companies were suggested.

7.6 To discuss report on use of baby grand piano by hirers of the Centre

The report previously circulated was discussed, with particular reference to tuning costs and frequencies. It was subsequently

RESOLVED

- **THAT HIRERS WITH A COMPETENT PIANIST COULD USE THE BABY GRAND PIANO ON REQUEST**

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- **CARETAKERS TO BE SHOWN HOW TO SET UP THE PIANO CORRECTLY**
- **TO USE A LOCAL PIANO TUNER**

7.7 <u>To discuss and agree way forward on proposed John Goddard R3 works</u>

The report previously circulated was discussed and it was

RESOLVED TO

- **OBTAIN COSTS FOR MONTHLY INSPECTION OF ELECTRICAL SUPPLY AND DISTRIBUTION**
- **MAKE GOOD HANDLES AND LOCKS WITHOUT REPLACEMENT PENDING POSSIBLE FUTURE REFURBISHMENT**
- **NOTE THE POSSIBLE PROVISION OF A WATER SOFTENER IN ANY PLANNED FUTURE REFURNISHMENT**

8. <u>Exchange</u> of Information

It was noted that the kitchen cooker had been repaired and was again in use
The Projects Officer to be asked to look at all the cupboards in the Community Centre to see if there was space to accommodate the Choir's request for additional storage
Reminder of the Senior Residents' party on 14 December.

9. <u>Date, time and venue of next meeting</u>

The next scheduled meeting of this Committee would be on Monday 25 November 2019 at 7p.m. An extra meeting to be arranged upon receipt of quotes requested during this meeting.

The meeting closed at 8.47p.m.

DRAFT

Approved……

Date……