HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Parish Clerk: Mark Knight

Minutes of the meeting of the Hellesdon Community Centre Committee held on Monday 19th November 2018 at 7.00pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present

Cllr. S. Gurney Cllr. J. Knowles Cllr. D. Buck Cllr. U. Franklin

Mark Knight (Parish Clerk)

Also in attendance: Cllr Prutton

Welcome

The Chairman welcomed and thanked all those in attendance and opened the meeting at 7.00pm.

1 Apologies for acceptance for absence

Cllr. Fahy – Received

Cllr. Franklin – Received

Cllr. Johnson - Received

Cllr. King - Received

2 Declarations of interest and dispensations

Cllr. Buck items pertaining to Hellesdon Youth Club and Hellesdon Community History Association.

Cllr. Knowles, items pertaining to Hellesdon Community Choir

Cllr Gurney, items pertaining to Norfolk County Council, Broadland District Council

3 Approval of the Minutes of the meeting of the 14th May 2018

Minutes of the previous meeting were agreed and **Resolved to accept as a true record.**

Approved……

Date……

4 Public Participation

No public in attendance.

5 Discussion on issues regarding the financial report

Financial report was noted and questions were asked regarding cost centres 4480 regarding memberships and subscriptions and differences between 4560 and 4630 for consumables. It was agreed that more clarification was needed on what each cost centre was for and a breakdown of what has been assigned to each one. The Parish Clerk stated that this would be available by the next meeting.

6 Discussion concerning setting the 2019/20 budget for this committee.

Further to questions raised under item 5 on the agenda it was **AGREED** to submit the budget proposal to the Property, Policy and Resources Committee in its entirety.

7 General Matters

7.1 Approval of the Customer Satisfaction Survey

After much discussion about the intent and possible use of any information gathered in this exercise it was **RESOLVED** to again distribute the Customer Satisfaction Survey with the renewal packs for the Community Centre users and include an explanation paragraph at the start and an additional question about what additional services and facilities the centre users might want in the future.

When complete, this survey to be emailed to all members in this committee for approval and then multiple copies given to each group to ensure that the members, and not just the organisers, of these groups are able to voice their opinions.

7.2 To discuss and set the room hire and facilities charges for 2019/20

It was **RESOLVED** to set the following hire charges for 2019/20:

Commercial Rate:

Marjorie Lewis Hall: £24 per hour

Sylvia Watling Hall: £18 per hour

Sylvia Watling and Bush Hall: £22 per hour

Bush Room: £18 per hour

Olive Haseltine Room: £18 per hour

Spraggins Room: £18 per hour

Community Rate:

Marjorie Lewis Hall: £12 per hour

Sylvia Watling Hall: £9 per hour

Sylvia Watling and Bush Hall: £11 per hour

Bush Room: £9 per hour

Olive Haseltine Room: £9 per hour

Spraggins Room: £9 per hour

The kitchen to remain the same on £6 per hour; flasks to be £2.50 each and Urns £5 each.

7.3 To consider re-evaluating the status of all Community Rate groups

It was **AGREED** that all groups should be on the appropriate rates and that any historical anomalies from previous management decisions should be resolved in time for the 2019/20 year. It was also **RESOLVED** that the Parish Clerk and office staff should have authority for making this decision on a case by case basis and not be required to refer this decision to this committee.

7.4 To consider a charge for cupboard storage at the Community Centre

It was **RESOLVED** to begin to charge for use of the storage areas in the Community Centre. An audit will take place as soon as possible as to the sizes available, current users and any now defunct groups which are still using the storage areas despite not hiring rooms at the Community Centre. Once this audit is complete then charges will be set and charged at a monthly or possibly annual rate from April 2019 and the users informed appropriately.

8 Exchange of Information

Cllr Buck reported on a possible further event to be held on the Recreation Ground by the Hellesdon Community History group.

Cllr Prutton voiced her concerns over security in the Caretaker's Office and wondered if a push button coded door lock wouldn't be more appropriate.

Cllr Knowles also voiced his concerns over doors being locked in the centre when caretakers are not present. The Parish Clerk promised to look into this immediately.

The Parish Clerk gave an update as to a partial quote received in respect of the repairs to the cooker in the Community Centre kitchen.

9 Date, time and location of Next Meeting

Date and time of next meeting will be on Monday 25th February 2019 at 7pm in the Council Chambers at Diamond Jubilee Lodge..

Meeting closed at 8.50pm

Approved……

Date……