HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Minutes of the Meeting of the Hellesdon Community Centre Committee held on Monday 25th November at 6:30pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present

Cllr. B Johnson (Chairman)
Cllr. S. Gurney
Cllr. U Franklin
Cllr Buck
Mrs N Carver (Clerk)

Welcome

The Chairman welcomed Members and opened the meeting at 6:30pm.

1. **Apologies and acceptance for absence**
   Apologies were received and accepted from Cllr Sparkes and Cllr Fahy.

2. **Declarations of Interest and Dispensations.**
   The following interests were declared:
   Cllr Franklin – items pertaining to Hellesdon Horticultural Association.

3. **Approval of minutes of meeting held on 19th August 2019**
   Draft Minutes had been circulated, and it was

   RESOLVED TO ADOPT

4. **Financial Report and Budget Setting 2020/2021.**
   A copy of the draft budget was previously circulated. The following changes were requested to the budget prediction:
   Cost Centre 4450: To be Increased from 0 to £500 to cover additional inspections.
   Cost Centre 4480: To be increased from 0 to £1000 to take into account PRS licence, this will be deducted from cost centre 4485.
   A further breakdown of costs from PHS is required for the New Year to show the separation from consumables, disposals
   With the above changes the budget prediction document was then **RECOMMENDED** to the Property, Policy and Resources Committee for consideration.

5. **Sylvia Watling Room**
   After a lengthy discussion it was **AGREED** that the condition of the floor is to be monitored and reported back at the next meeting.

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6. **Fire Training**

A verbal update was given for fire marshal training. 2 quotations had been received, quote b was double the cost this did include onsite practical training. It was
RESOLVED TO BOOK QUOTE B FOR UP TO 12 STAFF MEMBERS TO ATTEND THIS WOULD INCLUDE 2 BANK STAFF.

7. **Equipment Replacement**

It was reported by the caretakers that 2 of the large urns and kettle are not working in the centre. The clerk recommended a self-filling water boiler for the main kitchen, this would eliminate the need for a kettle. It was **PROPOSED** by Cllr Gurney and seconded by Cllr Johnson. **AGREED** by all to purchase a Buffalo 10lt Water boiler from Nisbets at a cost of £289.00. It was **PROPOSED** by Cllr Gurney to purchase larger pump flasks, these are for hirers to use in meeting rooms for hot drinks, and these would be safer to move than the current plug in urns. This was seconded by Cllr Buck and **AGREED** by all. Cllr Buck **PROPOSED** that the clerk can spend up to £550 on replacement items for the main kitchen including tea cups and saucers for the Christmas party. This was seconded by Cllr Gurney and **AGREED**. It was
RESOLVED FOR THE CLERK TO PURCHASE THE EQUIPMENT AGREED ALONG WITH ANY FURTHER REPLACEMENT KITCHEN ITEMS UP TO A VALUE OF £550

8. **Main Front Doors**

It was reported that the main front doors were not opening and also the alarm was not setting correctly. E Fire has carried out works to replace the sensors as raised in their recent report. Cllr Johnson and the Clerk had tested the doors and no issue was found.

9. **Exchange of Information**

A letter had been received from the Whist Group who hire the Olive Hestletine room in the Centre twice a week. Cllr Johnson read the letter to the committee. The group had asked for a reduction in hire charge for each of their sessions. It was
RESOLVED FOR THE CLERK TO SEND A LETTER IN RESPONSE: WITH THE AGREEMENT OF THE COMMITTEE TO NOT MAKE ANY REDUCTIONS TO THE HIRE CHARGE BUT TO OFFER HELP AND SUPPORT TO PROMOTE THE GROUP

10. **Date, time and venue of next meeting**

The next scheduled meeting of this Committee would be on Monday 24th February 2020 at 6:30p.m.

The meeting closed at 8.06pm.

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Approved……

Date……