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 Tuesday 11th April 2017 at 7.00pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present

Mrs. S. Gurney Mr. R. Grady Mr. D. King Mr. D. Buck Mrs. U. Franklin

Mr. D. Fahy Mrs. K. Leggett (minutes)

Welcome

As chair of the Council, Mrs Gurney thanked all those in attendance.

1.0 Apologies

Cllr. J. Knowles: apologies received and accepted.

2.0 Declarations of Interest and Dispensations

Cllr. Buck items pertaining to Broadland District Council's "Grow Your Community", Hellesdon Youth Club and Hellesdon Community History Association.

Cllr King items pertaining to Broadland District Council's "Grow Your Community", Hellesdon Youth Club and Hellesdon Community History Association.

Cllr Gurney items pertaining to Broadland District Council and Norfolk County Council.

Cllr Grady items pertaining to Hellesdon Youth Club and Broadland District Council.

3.0 Minutes of the previous meeting held on the 10th January

The minutes of the previous meeting on the 10th January 2017 had been circulated.

Proposed and seconded as a true record. All agreed.

There were no matters arising

4.0 Public participation

No public in attendance.

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5.0 General Matters

5.1 Report from Mrs Leggett as Facilities Administrator for the Community Centre. Mrs Leggett gave her report and updated the Committee on issues pertaining to the running of the Community Centre. Updates were given on the bookings and new users, maintenance issues that have arisen and the Hello Café.

The purchase of a steam cleaner for use by the Caretakers was discussed and it was agreed that Mrs Leggett could source one within a budget that was set. **RESOLVED. All in favour, Mrs Leggett to action.**

Mrs Leggett also raised the issue of maintenance jobs that could be done whilst the Centre was closed for the resurfacing of the car park due to the nature of the tasks. This included replacement of ceiling tiles in the Sylvia Watling Hall, general painting and carpet and chair cleaning along with the fire proofing of all the curtains. **It was RESOLVED that these jobs could be undertaken whilst the Centre is closed.** Dates for the car park are yet to be decided.

5.2 Discussion regarding Staff overtime rates. **Discussion was had and RESOLVED to accept an overtime rate of time and half after 11pm and double time after 12 Midnight. Subject to ratification at the Staffing Committee. This will be back dated to the beginning of April. Proposed and seconded, all in favour.**

5.3 Body Camera. Much discussion took place regarding this matter due to Caretakers receiving abuse whilst trying to clear the Parks for locking. **It was RESOLVED to ensure that the 2 duty Caretakers lock the park in tandem to ensure personal safety. Caretakers are to ensure that they leave themselves enough time to lock the Recreation ground in pairs. All in favour.**

5.4 Replacement for Health and Safety advisor to the Council. Cllr Gurney took the Committee through a discussion regarding this matter as our previous Health and Safety officer has retired. It was thought that a general review of current documents was needed to ensure that all is being done correctly but that some items could be brought in house. **RESOLVED to get Mr Knight, the Council Administrator to contact Mr Alan Bunting and Associates to discuss the Council's needs. Proposed, seconded and all agreed.** This is to be in line with what was set in the annual budget for Health and Safety practices.

6.0 Exchange of information

Cllr Fahy raised the issue of data protection, payment protection for the handling of money and money laundering. Investigations are to be made into the Council's obligations regarding this.

Wayne Seward has communicated with the Council with regards to organising a Fun Day on the recreation ground. Cllr Gurney advised that him he needs to submit a business plan in writing to the Council along with any Health and Safety information.

The Grow Your Community event that is being run on the 22nd July from the Community Centre has been given support from Norfolk County Council and Cllr Buck ask if he could contact the groups within HCC to ask them if they wanted to get involved. **This was agreed.**

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Some development opportunities for the future were discussed at this point.

Cllr Gurney asked that Mr Knight call a Property, Policy and Resources meeting form the 19th April on her behalf as Chair of PPR. Mrs Leggett is to advise Mr Knight of this meeting.

7.0 Date and time of next meeting

Date of the next meeting is Tuesday 18th July 2017 in the Council Chamber.

Meeting closed at 8.31pm

Signed/Dated

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