# 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 20th March 2018 at 7.30pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

## Present

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

Cllr. D King Mrs. Kate Leggett (minutes)

## Welcome

Cllr Gurney welcomed and thanked all those in attendance and opened the meeting at 7.00pm.

## 1 Apologies for acceptance for absence

Cllr. Fahy – Received

Cllr. Grady–Received.

## 2 Declarations of interest and dispensations

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

Cllr King items pertaining to Hellesdon Community History Association, Hellesdon Youth Club

Cllr. Knowles, items pertaining to Hellesdon Community Choir

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

## 3 Approval of the Minutes of the meeting of the 21st November 2017

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

## 4 Public Participation

No public in attendance.

Signed/Dated

## 5 General Matters

**5.1** – PRS Licence: **Resolved to charge Centre Users that use music i.e. fitness classes/dance classes, the additional cost of Parish Council PRS licence from 1st April 2018**.

**5.2** – Customer satisfaction survey. Comments were noted and welcomed.

**5.3** – Easter opening: **Resolved to remain as historically operated with the Centre closed on Good Friday and Easter Sunday. Office closed on Good Friday.**

**5.4** – Facilities Administrator took committee through Health and Safety developments. The Health and Safety practices for Hellesdon Parish Council have been updated and each department will have its own copy for staff reference purposes with a main copy held in the Parish Office.

**5.5** – Facilities Administrator took committee through development plan update and completed tasks.

**5.6** – Facilities Administrator took committee through details of Chairman's reception and ongoing associated tasks.

Cllr Gurney brought the committee's attention to a Sunday booking in the Centre that was potentially causing car parking issue. Staff are to monitor the situation. User is to be billed for extra set up time.

Possibility of new boiler works in the future. Staff to monitor as this may just have been down to the extreme cold weather.

## 6 Discussion regarding financial report

Financial report was noted.

## 7 Exchange of Information

Cllr Buck mentioned the upcoming Broadland District Council "Come Together" event. Details were noted.

Cllr King brought attention to the faulty flood light and lack of cigarette disposal bin on the wall of the library. These were noted for action.

## 8 Date, time and location of Next Meeting

**Date and time of next meeting will be set at the Annual Parish Council meeting in May.**

Meeting closed at 8.28pm

Signed/Dated