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 21st November 2017 at 7.00pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present

Cllr. S. Gurney Cllr. R. Grady Cllr. D. Buck Cllr. Fahy

Cllr. D King Mr. M Knight (Council Administrator)

Welcome

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

1 Apologies for acceptance for absence

Cllr. Franklin – No apologies received.

Cllr. Knowles –Received.

2 Declarations of interest and dispensations

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

Cllr Grady items pertaining to Hellesdon Youth Club.

Cllr King items pertaining to Hellesdon Community History Association.

3 Approval of the Minutes of the meeting of the 22nd August 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 - The Customer Satisfaction Survey was adopted with minor alterations. This will now be distributed in the booking packs for 2018/9 and will be reported on at the next Committee meeting.

5.2 – The Chairman gave a verbal report detailing the background to the situation surrounding the Council run groups and the current situation with the former Community Centre Trust ordering stock for these groups. It was **RESOLVED** that the Chairman will formally write to the Community Centre Trust setting out the relationships between all parties. It was further **RESOLVED** that a meeting be set up between Cllr. Gurney, Cllr. Grady, the Council Administrator and the organisers of the three groups concerned to discuss the future of these groups. Finally it was **RESOLVED** that in order for a new group to attract the Community rates for room bookings at the Community Centre they should satisfy two criteria, namely being based in Hellesdon with a Hellesdon address and also be not for profit. All other groups to fall into the Commercial rates by default, with all current groups remaining on the existing rates they attract.

5.3 – It was **RESOLVED** to set the room hire charges for 1st April 2018 to 31st March 2019 at the following rates:

The party booking system and prices remain unchanged with only the times being removed.

Community Rates:

Marjorie Lewis Hall - £11 p/h

Sylvia Watling and Bush Rooms - £10 p/h

Sylvia Watling Room - £8 p/h

Bush Room - £8 p/h

Olive Haseltine Room - £8 p/h

Spraggins Room - £8 p/h

Kitchen - £6 p/h

Commercial Rates:

Marjorie Lewis Hall - £22 p/h

Sylvia Watling and Bush Rooms - £20 p/h

Sylvia Watling Room - £16 p/h

Bush Room - £16 p/h

Olive Haseltine Room - £16 p/h

Spraggins Room - £16 p/h

Kitchen - £6 p/h

5.4 – It was **RESOLVED** not to charge for storage at this time, this to be revisited at the November meeting in 2018.

5.5 – The previously circulated written report from the Council Administrator was discussed at length with all issues and quotes being given consideration and the following resolutions were made with all works approved to begin immediately:

It was **RESOLVED** to engage The Floor Sanding Co. to sand down and treat the surfaces of the Sylvia Watling, Bush and Olive Haseltine Rooms at a cost of £2650

It was **RESOLVED** to engage Wensum Glass and Filming to refilm the window glass in the Marjorie Lewis Hall at a cost of £343.00 and also to engage Wensum Glass and Filming to replace the three blown units in the centre at a cost of £218.84, with an attempt made to try and get a more favourable deal if both jobs were offered.

It was **RESOLVED** not to repair the Hearing Loop in Diamond Jubilee Lodge and the Marjorie Lewis Hall in this financial year.

It was **RESOLVED** to engage Contract Electrical to replace the strip lights in the foyer to LED energy saving lights.

It was **RESOLVED** to hold in abeyance the work the fire proofing on the curtains and replacement of other curtains in the Marjorie Lewis Hall pending obtaining a quote to replace them with vertical blinds.

It was **RESOLVED** to engage Anglia Air Conditioning Ltd at a cost of £194.43 to repair and service the air conditioning units in the Marjorie Lewis Hall.

It was **RESOLVED** not to ask a member of the Caretaking staff to complete the works on the Caretaker's rest area but instead obtain three quotes for finishing this work, these quotes to be put before Full Council for approval.

It was **RESOLVED** to not start any work whatsoever in the reception area of the Community Centre beyond general maintenance.

It was **RESOLVED** to obtain three quotes for IT equipment for the Olive Haseltine room to allow for corporate bookings to be made.

5.6 – Much discussion took place over the merits of establishing a rolling maintenance program for the Community Centre. However, it was ultimately **RESOLVED** not to establish such a program and instead address each issue or upgrade on a case by case basis at the proceeding Committee meeting.

6 Discussion regarding financial report

It was **RESOLVED** to forward the budget setting process to the upcoming Property, Policy and Resources Committee meeting on the 28th November 2017 after much discussion.

7 Exchange of Information

Nothing for this meeting.

8 Date, time and location of Next Meeting

Next meeting to be on **Tuesday 27th February 2018 at 7pm** in the Council Chamber at Diamond Jubilee Lodge.

Meeting closed at 10.06pm

Signed/Dated