

**Minutes of Hellesdon Community Centre Committee meeting
Tuesday 5th November 2024, 7pm
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge**

Present

Cllr R. Forder (Chairman)
Cllr N. Barker
Cllr S. Smith

Also in attendance:

Mrs F. LeBon (Parish Clerk), Mr H. Clark (Deputy Clerk) and Mr K. Sage (Facilities Manager).

Welcome

Cllr Forder welcomed all attendees to the meeting.

1. Apologies and Acceptance for Absence

Apologies were received from Cllr S. Gurney and Cllr D. Maidstone.

2. Declarations of Interest and Dispensations

No declarations made.

3. Approval of the Minutes from the Meeting of 14th August 2024

The minutes of the committee meeting dated 14th August 2024 had been previously circulated. These were **AGREED** and signed as a true and accurate record of the meeting.

4. Public Participation

There were no members of the public in attendance.

5. Building Maintenance and Improvements

a) To Receive Update on Previously Agreed Projects

The report had been circulated to members.

WC Refurbishment Phase 1

The final account for this project is yet to be settled. The dispute is due to the testing of the drainage system prior to commencement of the project. A large contingency was built into the project in case of, prior to work commencing, it was of the belief by the contractor that the existing drainage pipes needed to be replaced. The contractor felt that a full replacement was not necessary and work on the refurbishment commenced.

When the works were completed, problems were found with the drainage resulting in multiple calls back to site and visits from drainage experts. The final bill is being calculated based upon what is a fair and accurate reflection of the cause of the drainage problems, and whether they could have been mitigated prior to the commencement of refurbishment.

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WC Refurbishment Phase 2

This work is now nearing completion and is down to the snag list. There have been some variations to the project, primarily as a result of requests from Building Control. The final account is being worked upon by the Project Manager.

The Facilities Manager reported that the incorrect radiators were delivered last week. It is hoped that the plumber will be onsite on the 6th November to install the correct items.

Fire Doors Phase 2

Instruction has been given to the successful contractor and a deposit put down to cover construction of the doors to the ML room. A pre-commencement site meeting has been arranged for the 6th November to plan the works with minimum impact upon hirers to the building.

Flooring

The successful contractor has been notified. The works will be programmed in after the fire door works so as to reduced the possibility of damage to the new flooring.

Mirror Ball

The contractor has been advised and a VAT invoice has been requested.

Cllr Forder will attend the meeting with the fire door contractor to establish when the ML room may be taken out of commission to do the fire door work. The mirror ball can then be installed at the same time.

New Door to Kitchen

This will form part of Phase 3 of the rolling fire door project to be budgeted for. This will be for a replacement of the two single fire doors and for a fire shutter which will be wired in to the fire alarm system.

Warm Room

The room was publicised in Just Hellesdon for this month. £500 in grant funding has been received to restock the drinks station and this will be advertised around the centre and on facebook when the stock has been received.

Moving of the television from Diamond Jubilee Lodge into the community centre was programmed in for Monday 11th November. This will have a rolling information on the screen, including information about the warm room.

In addition to the written report, the Clerk advised that 40 of the old chairs had been sold, generating £480 income for the community centre. The rest of the chairs will be readvertised.

b) To Consider Purchase of New Microwave for Kitchen

Concerns have been raised about the microwave in the kitchen. Part of the coating inside the microwave has come away, risking exposed metal. It was **AGREED** that a new commercial microwave should be purchased. A price of £510.83 (ex VAT) was presented. It was **AGREED** that alternative quotes should be sought for a comparable item, with the maximum amount to be paid being £510.83 (booked to cost code 4435).

c) To Consider Purchase of New Toaster for Kitchen

It was reported that the toaster in the kitchen was failing and not toasting on both sides. Attempts have been made to repair, but this has not been possible. It was **AGREED** that a new commercial toaster should be purchased. A price of £219.98 (ex VAT) was presented. It was **AGREED** that alternative quotes should be sought for a comparable item, with the maximum amount to be paid being £219.98 (booked to cost code 4435).

d) To Consider Signage for the Community Centre.

Updated proposals and prices were received. It was **AGREED** to ask for the works to be requoted in acrylic. The lighting scheme was discussed. Cllr Barker is to assist the council in

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drawing up a scheme for spotlights, which can then be quoted for by local electricians. The Clerk is to forward the sizes of the front entrance to Cllr Barker.

6. To Consider Committee Budget for 2025/2026

a) To Review Fees for 2025/2026

The current prices were presented to the committee. Due consideration was given to the improvements which are still required to the community centre, and the necessity for the majority of this to fall upon users of the community centre who benefit directly from the improvements, rather than the taxpayer.

Research was conducted with facilities offered by Sprowston Town Council and it was established that Hellesdon Community Centre is still good value for money.

It was **AGREED** that there should be a 10% price increase across all of the hire rates from 1st April 2025. In financial terms, the not for profit groups would be impacted to a lesser extent, as they pay 50% of the standard rate.

b) To Consider Expenditure for 2025/2026

A discussion paper for expenditure had been circulated. The following expenditure was **AGREED** as required:

Item (equipment)	Budget
Rolling Programme - Fire Doors / Shutter to kitchen	£8,000.00
Rolling Programme – Tables	£1,600.00
Washer Scrubber	£2,200.00
Buffer	£1,200.00
Dishwasher (kitchen)	£2,800.00
Dishwasher (kitchenette)	£1,000.00
Microwave (kitchenette)	£100.00
Dual Purpose Bins	£364.86
Janitorial Trolley	£160.00
Stage Valance	£624.50
Small tools for caretakers	£300.00
Bottle Cooler Display for Bar	£400.00
Projector and screen	£1,000.00
Laptop	£500.00
TOTAL	£20,249.36
Other	
Licenses for TV	£628.27
Warm Room	£500.00
	£1128.27

Emphasis was placed upon keeping up with rolling programmes of fire door replacement and tables, and also about ensuring that the equipment used by the staff and hirers is sufficient for the job that is being asked.

Improvements to the CCTV were discussed. It was noted that there was £22,000 in Earmarked reserves to improve the CCTV. It requires a formal specification and then obtaining quotes. Cllr Barker, the Facilities Manager and the Deputy Clerk will create the

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specification and then the Clerk can place the document on Contracts Finder. The walkie talkies are also to be used by the caretakers for added security whilst in the building.

Improvements to recycling in the community centre were discussed and it was agreed that this is an expectation rather than a luxury, therefore dual purpose bins for general waste and recycling should be budgeted for.

Discussions occurred as to how many requests have been received for use of a projector and screen, and how the Parish Council has not had one available when it was required. It was **AGREED** to budget for a projector and screen for use in the community centre, which can then be hired out to community groups to help recoup the expenditure.

It was also important for the caretakers to have access to a computer or laptop in the caretaker's office. It would increase the efficiency and customer service of the centre for caretakers to be able to answer booking queries of hirers, out of office hours. A licence would need to be provided for the Rialtas bookings software. The Parish Council currently pays for up to 5 users and utilise only the four so this would not come at an extra cost. This set up would have the following benefits:

- 1) Caretakers would be able to answer queries about availability of the centre to those visiting out of hours.
- 2) Caretakers would be able to receive messages about surplus food collections directly. Presently the Clerk receives these every Saturday and Sunday morning and has to send a message to the caretaker on duty.

The budget, amended to reflect the increase in income and the reflections of the committee about the proposed expenditure, was **AGREED** as follows:

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	23/24 Budget	23/24 Actual	24/25 Budget	Actual to 30/09/24	Predicted to 31/03/25	Total to 31/03/25	Proposed Budget 25/26
INCOME							
Community Centre Hire*	£45,255.00	£54,264.00	£53,500	£32,426.00	£21,704.00	£54,130.00	£59,000.00
Old Parish Office	£0.00	£0.00	£0.00	£1,049.00	£1,049.00	£2,097.00	£2,097
Warm Room Grants	£0.00	£1,100.00	£0.00	£0.00	£500.00	£500.00	£0.00
SEG	£0.00	£0.00	£0.00	£0.00	£0.00	£250.00	£250.00
	£45,255.00	£55,364.00	£53,500.00	£33,475.00	£23,253.00	£56,977.00	£61,347.00
EXPENDITURE							
Utilities	£25,315.00	£28,343.00	£26,581.00	£11,991.00	£14,590.00	£26,581.00	£29,500.00
PHS services	£2,424.00	£3,246.00	£4,000.00	£4,661.00	£0.00	£4,661.00	£5,250.00
Equipment - New/Replacement	£1,897.00	£5,903.00	£8,860.00	£1,907.00	£5,953.00	£7,860.00	£10,000.00
Equip Rolling Fire Door Replacement	£0.00	£0.00	£5,000.00	£5,000.00	£0.00	£5,000.00	£8,000.00
Equip Rolling table replacement	£0.00	£0.00	£0.00	£1,427.00	£0.00	£1,427.00	£1,600.00
Equipment-Repair/Maintenance	£500.00	£617.00	£657.00	£95.00	£500.00	£595.00	£700.00
Contingencies	£0.00	£125.00	£2,500.00	£0.00	£1,500.00	£1,500.00	£1,500.00
Inspections	£624.00	£1,315.00	£661.00	£606.00	£0.00	£606.00	£700.00
Memberships & Subscriptions (music PPL/mic, TV)	£1,680.00	£1,748.00	£1,980.00	£0.00	£1,980.00	£1,980.00	£2,500.00
Property Maintenance	£1,500.00	£1,855.00	£1,589.00	£2,925.00	£500.00	£3,425.00	£3,500.00
Consumables	£25.00	£134.00	£166.00	£401.00	£200.00	£601.00	£750.00
cleaning agents/materials	£1,500.00	£1,759.00	£900.00	£941.00	£900.00	£1,841.00	£2,000.00
Warm Room Consumables							£500.00
	£35,465.00	£45,045.00	£52,894.00	£29,954.00	£26,123.00	£56,077.00	£66,500.00

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7. Items for the Next Agenda

Update on Projects

8. To confirm the date, time and venue of next meeting

To be confirmed

Meeting closed at 8.35pm

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