HP C HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

Minutes of Hellesdon Community Centre Committee meeting Wednesday 30th July 2025, 3pm at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

Present
Cllr Roy Forder (Chairman) Cllr Shelagh Gurney
Cllr Nigel Barker
Cllr David Maidstone

Also in attendance:
Mr H. Clark (Deputy Clerk, Minute Taker), Mr K. Sage (Facilities Manager), Mr K Tickner (café supervisor).

Welcome

Cllr Forder welcomed all attendees to the meeting.

1. **Appointment of new chairman and Vice chairman**
It was proposed by Cllr David Maidstone that Cllr Roy Forder is to be the Chair of the Hellesdon Community Centre Committee, 2nd by Cllr Nigel Barker and **ACCEPTED** by all. It was Proposed by Cllr David Maidstone that Cllr Sarah Smith is to be the Vice Chairman of the Community Centre Committee, 2nd by Cllr Nigel Barker and **ACCEPTED** by all.

2. **Apologies and Acceptance for Absence**
Apologies were received from Cllr Sarah Smith and Cllr Mel Maidstone.

3. **Declarations of Interest and Dispensations**
No declarations made.

4. **Approval of the Minutes from the Meeting of 5th November 2024**
The minutes of the committee meeting dated 5th November 2024 had been previously circulated. These were **AGREED** and signed as a true and accurate record of the meeting**.**

5. **Public Participation**
There were no members of the public in attendance.

6. Building Maintenance and Improvements

a) To Receive Update on Signage for Community Centre

A report showing designs of the sign for the community centre was circulated to committee, it was proposed by Cllr David Maidstone to go ahead and authorised the installation of the sign that was quoted and 2nd by Cllr Shelagh Gurney and **ACCEPTED**.

b) To receive update on kitchen, fire doors, kitchen shutter and fridge.

The committee discussed Kitchen fire doors and kitchen shutters, Mr K Sage informed the council that two quotes had been obtained from contractors and advised that kitchen shutter should be updates in April 2026 and for the fire doors on the kitchen and caretakers' office to be addressed first. Cllr Shelagh Gurney Proposed that the fire doors for the Kitchen and caretakers' office are to be completed by the contractor selected 2nd by Cllr Nigel Barker and ACCEPTED.

c) To receive update on CCTV project.

The deputy clerk informed the committee that due to staffing shortages he has been unable to progress project. Mr Sage advised that he would be able to progress the project and obtain 3 quotes from supplies to progress the project.

d) WC Toilet repairs update

Mr Sage informed the committee that after liaising with the Project manager that despite several attempts at making communications with the contractors there has been no reply from them. Another contractor is available to deal with repairs to the WC and it is suggested to claw back funds that would be paid to the original contractor be paid to the other contractor if works need to be completed. Mr Sage suggested that when the new Clerk is in post to send formal letters to original contractor for clawing back funds for work that is deemed insufficient.

Regarding outside toilets of the community centre, the repairs are £664.41+VAT and it was requested that the deputy clerk view the budget to see if repairs can be made to the outside toilets.

7. Community Centre Rooms

a) To discuss Marjory Lewis Room facilities.

The committee discussed the bar hatch and decided to review this at the start of the new year (2026).

The committee discussed the lighting within the hall as regular hirers of the hall has requested lighting to be slighting dimmer and adjust the lights placing. Mr Sage inform committee that the light placements are in a fixed position, and the dimming of the lights are subject to the equipment installed and effectively would need to be turned off for the lights to be any darker, the committee noted the comments.

The committee then discussed the baby grand piano within the Marjory Lewis Hall, which it was stated that this item is being discussed at Full Council Meeting in September 2025. The committee discussed its current placement and its potential of health and safety concerns, Cllr David Maidstone

proposed that three quotes are obtained to see costs of moving the baby grand piano from Marjory Lewis Room to the Warm Room 2nd by Cllr Roy Forder. 3 ACCEPTED 1 ABSTAINED and Passed.

Mr K Tickner left the meeting at 15:55

b) To discuss Warm Room facilities

The committee discussed the refreshments being supplied to the warm room. Cllr Shelagh Gurney informed the committee that the Winter Pressures Grant in 2024/2025 was used to fund the supplies offered in the warm room. Cllr David Maidstone proposed to stopped supplying refreshments to the warm room 2nd by Cllr Roy Forder and ACCEPTED.

c) To discuss Sylvia Watling Hall facilities.

The committee discussed the audio equipment in the hall is currenting requiring a microphone/ microphone equipment. Cllr Shelagh Gurney stated that there should be equipment within that room and proposed that chasing of the equipment to be installed/ repaired 2nd by Cllr Roy Forder and ACCEPTED.

d) To discuss hiring times of Community Centre Rooms.

Mr Sage informed the committee that hirers of the community centre and its rooms are not finishing at their allocated time and tend to run over. This has caused issues with the caretaking staff often finishing late and doing additional work. It was proposed by Cllr David Maidstone that on Mondays, Tuesdays, Wednesdays and Thursdays that all Hires of the halls shall be finished at 10:15 pm to allow time for care takers to fulfil their duties 2nd by Cllr Roy Forder and ACCEPTED.

The committee discussed the inclusion of a 'overrun fee' being included into the damage deposits taken for hall hire, The committee agreed to table this discussion for the next meeting.

8. Community Centre Facilities.

a) Community Fridge Report

Mr Sage informed the committee that the Community Fridge is having an adverse effect on staff at the community centre, since the community fridge is meant to be operated by volunteers and there has not been volunteers to aid in the effort it has fallen on community centre staff to maintain the community fridge. Mr Sage and deputy clerk agree that the community fridge is not serving people who need it. It was proposed by Cllr David Maidstone that the deputy clerk is to advertise the management of the Community Fridge to volunteers, and at the next Full Council meeting to establish how long to advertise for. 2nd by Cllr Nigel Barker and ACCEPTED.

b) To discuss Waste Bins within Community Centre

Mr Sage recommended to the committee about the installation of stainless-steel bins to be placed into the community centre instead of the ones currently there. Mr Sage informed the committee that funds had been put aside for new bins by the previous clerk. It was Proposed by Cllr David maidstone for Mr Sage to gathering 3 quotes for new bins to be placed in the community centre, 2nd by Cllr Nigel Barker and ACCEPTED.

c) Hirer's Fire Marshall/ First Aiders

Mr Sage informed the committee that hirers of the community centre are not being Fire marshals/ First Aiders to their hiring sessions. Despite it being in their hire agreements and being signed by the hirer they do not have a fire marshal/first aider present as well as a list of attendees attending the

hire which is stated in the hire agreements. It was proposed by Cllr David Maidstone that from September 2025 it is required for hirers to have a list of those attending the centre for health and safety reasons 2nd by Cllr Roy Forder and ACCEPTED.

d) To discuss Caretakers Additional duties.

Mr Sage informed the committee that the caretakers are taking on additional duties such as window cleaning. The committee requested Mr sage to obtain 3 quotes for hiring of a window cleaner for the centre and to present them at the next committee meeting.

e) To discuss Fire Regulations/ Drills

Mr sage informed the committee that fire regulations and fire drills are needing to be reviewed/updated. The committee noted these and stated to address these at the appointment of the new clerk.

It was proposed by to extend the meeting beyond the two-hour period. Proposed by Cllr Shelagh Gurney, 2nd by Cllr David Maidstone.

f) To discuss signage placement for "No Entry" signs for Middletons Lane exit from Community Centre.

The community discussed having additional signage for the exit onto Middletons Lane as there have been motorist using the exit for gaining entry to the car park. It was noted by the committee and to look at having barriers potentially installed and tabled for the start of the next financial year.

g) To discuss hirers use of Community Centre and Facilities

a discussion on the community rate took place and a suggest was passed forward to full council meeting. No new bookings at discounted rates will be untaken until after the next full council meeting Proposed by Cllr Shelagh Gurney, 2nd by Cllr David Maidstone and ACCEPTED.

9. Items for the Next Agenda

Update on Projects

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

To be confirmed

Meeting closed at 6.43pm