HELLESDON PARISH COUNCIL

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Minutes of Hellesdon Community Centre & Café Committee meeting Wednesday 8th October 2025, 3pm at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

Present

Cllr Roy Forder
Cllr Mel Maidstone
Cllr Bill Johnson
Cllr Shelagh Gurney

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

Welcome

Cllr Forder welcomed all attendees to the meeting.

1. **Appointment of new chairman and Vice chairman**
It was proposed by Cllr Mel Maidstone that Cllr Roy Forder is to be the Chair of the Hellesdon Community Centre & Café Committee, 2nd by Cllr Bill Johnson and **ACCEPTED** with one abstention. It was Proposed by Cllr Shelagh Gurney that Cllr Sarah Smith is to be the Vice Chairman of the Community Centre & Café Committee, 2nd by Cllr Mel Maidstone and **ACCEPTED**.

2. **To discuss draft Terms of Reference for Community Centre & Café Committee.**
The committee reviewed the draft Terms of Reference, and suggested to include additions in Authority section:

- to deal with community rate & discount amount.
- to manage and decide applications of community rate.
- to manage and oversee list of those receiving community rate.

In regard to the membership section of the Terms of Reference, it was recommended that the membership of councillors shall remain at nine councillors until the next Annual General Meeting and to have noted at the next Full Council Meeting on 14/10/2025.

It was proposed by Cllr Shelagh Gurney that to accept the amended Terms of Reference at the Full Council Meeting on 14/10/2025, 2nd by Cllr Roy Forder and **ACCEPTED.**

Approved……

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3. Apologies and Acceptance for Absence

Apologies were received from Cllr Sarah Smith, Cllr David Maidstone, Cllr Mike Hicks, Cllr Nigel Barker, Cllr Lacey Douglass and were **ACCEPTED.**

4. **Declarations of Interest and Dispensations**

Cllr Bill Johnson made declaration that he has an interest in Hellesdon Bowls Club and Friday Friends Club.

5. Approval of the Minutes from the Meetings of 30th July 2025 & 8th September 2025

The minutes of the committee meetings dated 30th July 2025 & 8th September 2025 had been previously circulated. These were **AGREED** and signed as a true and accurate record of the meeting**.**

6. Public Participation

There were no members of the public in attendance.

7. Building Maintenance and Improvements

a) To Receive Update CCTV Project

The committee was shown three quotes from for organisations that would update the current CCTV systems at the Community Centre and Parish Council office. It was proposed by Cllr Shelagh Gurney to recommend to Full Council for the installation contract quote for CCTV by contractor number 2 at £19,595.00+VAT for community centre with an additional £1900.00+VAT for the council offices, that the committee note the EMR amount of £22,000 +£500.00 in the budget for this installation and is within tolerance and the committee note it will empty the EMR allocated for this project. 2nd by Cllr Mel Maidstone and **ACCEPTED**.

b) To receive update on WC Toilet repairs.

The committee discussed the repairs needed with both the outside toilets and the refurbished toilets in the community centre. Mr K. Sage informed the committee that the refurbished toilets still have issues with leaking and despite numerous attempts from Mr K. Sage and project manager of the refurbishment they have been unable to contact the contracts to come resolve the issue. Mr K. Sage informed the committee that after discussion with the project manager to have any issues be dealt with by another contractor, to pay for the repairs from funds that are to be paid to the original contractor and to retain information of the repairs being conducted. This was noted by the Committee.

Mr K. Sage continued to the status of the outside toilets, he informed the committee that being in contact with PJ plumbing, they sent their plumber to assess what repairs are needed. Mr K Sage was informed that the nature was electrical, not plumbing and an additional part and electrician would need to be called. It was proposed by Cllr Roy Forder to pay the additional fee to PJ plumbing and to complete the repairs on the outside toilets. 2nd by Cllr Mel Maidstone and **ACCEPTED.**

8. Community Centre Facilities

a) Community Fridge update.

The Deputy Clerk informed the community that the advertisement of the community fridge requiring management by volunteers is still on going. There has been contact with members of the community and the Deputy Clerk is awaiting a reply from them to arrange a meeting. The committee members discussed that regretfully the service is something that cannot be sustained unless managed by volunteers as this

additional demand is having a negative effect on the staff of the community centre. if no volunteers can resume management of the community fridge the service will have to cease. It was proposed by Cllr Shelagh Gurney for this item to go to Full Council and if no volunteers have been able to be found to manage the community fridge by 1st January 2026, then the service would cease and for equipment such as fridges or freezers to be reallocated to benefit the community centre. 2nd by Cllr Roy Forder and **ACCEPTED.**

b) To discuss Waste Bins within Community Centre

The Committee were shown three quotes for different bins that would be placed in the community centre. The committee preferred the stainless-steel bins due to its durability and less likely to receive wear and tear. The committee requested to both Mr K. Sage and the Deputy Clerk to seek means of funding or grants to use for purchasing of the stainless-steel bins and to update at the next community centre & café Committee meeting.

c) To receive update on window cleaning of Community Centre.

Mr K. Sage informed the committee of the three quotes received from window cleaners. The committee discussed the quotes and felt they needed clarity on the frequency and costs of the services being offered. It was proposed by Cllr Shelagh Gurney for Mr K. Sage to make contact with the window cleaners and to gain clarity of the quotes, 2nd by Cllr Roy Forder and **ACCEPTED.**

d) To discuss Marjory Lewis Hall and Its use (use as a sports hall).

The Committee discussed that the Marjory Lewis Hall is not suitable to be used as sports hall, and to be used for functions and exercise classes. It was proposed by Cllr Shelagh Gurney that the Marjory Lewis Hall is not to be used for sporting activities as it is not suitable as a sports hall, 2nd by Cllr Mel Maidstone and **ACCEPTED.**

e) To discuss Damage Deposits/ Overrun Fees terms and conditions.

The Deputy Clerk & Mr K Sage informed the committee that hirers of the community centre have been failing to leave rooms/facilities booked at the time the hire is due to end, specifically in the evening of private functions. This has affected staff staying later, causing disruptions to those who live near by the community centre and preventing the community centre closing when it is meant to. The committee discussed these issues, and it was proposed by Cllr Shelagh Gurney that that the damage deposit currently being taken for bookings, is to now be a 'Damage Deposit & Overrun fee'. For hirers who have not cleared their room/hall by the time their hire period has ended will result in the loss of the 'Damage deposit & Overrun fee' and that the Damage deposit & overrun fee is to increase from £150.00 to £200.00. 2nd by Cllr Mel Maidstone. The committee informed the deputy clerk this is to be implemented effective of 08.10.2025, to inform booking staff of the change and amend hire agreements for all bookings going forward.

Cllr Bill Johnson left room at 17:02

f) To discuss the opening and closing times of the community centre on Sunday.

The community discussed the Community centre and its viability of remaining open on Sundays. After review of operations, it is not viable to open on Sundays, it was agreed with current demand to not continue to open on Sundays. It was proposed by Cllr Shelagh Gurney to change the operator hours and scheduling of the community centre and as of January 1st 2026, the community centre will be closed on Sundays, with exception of by special request given in advance for notice for caretaker to be provided. 2nd by Cllr Mel Maidstone and **ACCEPTED.**

9. Early Budget considerations 2026-2027

Was deferred to next meeting.

10. Community Café

a) To discuss possible suppliers for the café.

The committee discussed the possibility of having new suppliers for the café however did not see any reason or need to change from suppliers that the café has.

b) To consider additional hours for staff of the café.

The committee discussed that at the previous café meeting it was suggested for additional hours to be allocated to café staff members so that they can manage cleaning of the café at the end of the day. Cllr Shelagh Gurney & Cllr Mel Maidstone advised that they would liase with eh café supervisor to discuss the matter further and will bring this to next community centre & Café Committee meeting.

c) To consider having a comprehensive review of the cafe and its operations.

This item was deferred to the next Community Centre & Café Committee meeting.

*It was **AGREED** to waive Standing Order 3x To Extend the Meeting Beyond 2.5 Hours*

11. Community Rate

a) Establising a qualifying criterion.

The committee discussed the previous criteria of eligibility to receive the Community rate; The community agree that the criteria was not suitable and the use of an application to qualify for a reduce hire rate was beneficial to the community centre. The councils reviewed a draft application to qualify for reduced hire rate. The committee agreed that the application would be suitable if changes made to 'supporting information' column are changed to:

- "Please attach a copy of your Constitution and Charity Registration Number (If a Registered Charity, and where your charities Home Office address is)."
- "Booking details – date(s) – please state whether you are a regular user and frequency of bookings."
- "Please summarise in no more than 200 words why you believe your Hellesdon based organisation qualifies for a Community Discount, including what benefits your organisation offers to the socio- welfare or wellbeing of Hellesdon Residents.

This was Proposed by Cllr Shelagh Gurney and 2nd by Cllr Mel Maidstone and **ACCEPTED.**

It was proposed that instead of qualifying criterion for the community rate, each organisation wishing to receive the community rate are to complete the application to qualify for the reduced rate and the decision is to be made by the Community Centre and Café Committee at the next available meeting. This was proposed by Cllr Shealgh Gurney, 2nd by Cllr Mel Maidstone and **ACCEPTED.**

b) Percentage discount

The Committee discussed the current discounted rate value being at 50%, and the committee agree this was too high and unreasonable of a discounted rate. It was proposed by Cllr Shelagh gurney that the discount rate is change from 50% to 20%, 2nd by Cllr Mel Maidstone and **ACCEPTED.**

c) Consider draft application form.
This item was covered in item 11 a.

d) To confirm current list of community rate recipients
The committee discussed the organisation currently receiving the community rate and decide that all organisations currently receiving the list will now have to apply using the application form to receive the 20% community rate and as of 1st January 2026 will no longer be receiving the 50% discounted community rate. This was proposed by Cllr Shelagh Gurney, 2nd by Cllr Mel Maidstone and **ACCEPTED.**

g) Items for the Next Agenda
Update on Projects
To address Chairs in storage

h) To confirm the date, time and venue of next meeting
To be confirmed

Meeting closed at 6.10pm

Approved……

Date……
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