

HERNE & BROOMFIELD PARISH COUNCIL

Parish Office, Herne Centre, St Martin's View, Herne CT6 7AP

Minutes of the meeting of Herne & Broomfield Parish Council Herne Centre Committee held at the Herne Centre on Wednesday 20th September 2023 at 7.30pm, for the purpose of transacting the following business.

Present:

Cllr Blatherwick

Cllr Collins

Cllr Davis

Cllr White

Marie Hackshall

Anne Lehane.

31/23 To receive apologies for absence and accept reasons.

Cllr Strong. Apologies and reasons for absence accepted.

32/23 To receive declarations of interest on items on the Agenda and requests for dispensations.

None.

33/23 To confirm the minutes of the meeting held on 17th August 2023.

The minutes were agreed as a correct record.

34/23 To report on matters arising from the minutes, not on the agenda, for information only.

None.

ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO SPEAK ON ITEMS ON THE AGENDA

No members of the public were present.

35/23 To discuss the progress of transferring the management of the Herne Centre to the parish council.

This item will be preceded by a resolution Under Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press due to the confidential nature of the business being discussed.

To include staffing, licencing, contractual and procurement issues, bookings, and equipment.

As there were no members of the public present this was not necessary.

The clerk reported that members of the Staffing Committee had met to discuss the applications that had been received for the job vacancies. They agreed to shortlist for interview four people for the Amenities Manager/Amenities Assistant and two people for the Herne Centre Cleaner. The interviews will be next week. Cllr Blatherwick explained that after some discussion the Staffing Committee agreed that a part-time Amenities Assistant would be needed, to support the Amenities Manager. **Action: Staffing Committee.**

Cllr Blatherwick reported that Cllr Davis and herself had met with some potential suppliers. They will be having further meetings. **Action: Cllrs Blatherwick and Davis.**

Cllr Blatherwick asked Marie Hackshall whether she had made any progress regarding providing support services at the Herne Centre. Marie replied that she will be able to report back at the next committee meeting. **Action: Marie Hackshall.**

Cllr Davis reported that she had advised the coordinators of the monthly Tea Dance of the rate that had been agreed at the last committee meeting.

Cllr Davis reported that she had not contacted the acoustic company again, regarding the Roundel, as she was unable to measure the height of the room. Cllr White said that she had a laser measure and would do this. **Action: Cllrs Davis and White.**

Cllr Blatherwick asked the clerk whether the mobile phones had been obtained. This is ongoing. **Action: office staff.**

The clerk reported that Canterbury City Council had sent through the forms regarding transferring the details of the premises licence and specified premises supervisor. She said that as the senior officer of the parish council it would be advisable that she is the premises supervisor. Members agreed. **Action: clerk.**

The clerk asked about opening the Herne Centre over the Christmas period. Members agreed to see what the demand is likely to be.

The clerk reported that the admin assistant had contacted the booking software company. The software has been set up and is almost ready to be used. **Action: office staff.**

Cllr Blatherwick read out some information from the National Association of Local Councils (NALC) regarding procurement and contracts. This indicates that it is sufficient for the parish council to obtain three quotes whenever possible.

After a short discussion members agreed to add a small charge for caterers to use the kitchen. This would be to cover utility costs.

Cllr Davis said that the parish council needs to prioritise what equipment should be purchased. Some could be bought through grant funding. Things that are needed now include a card machine, bar fridge, and optics. Members had agreed which card reader to get at the full council meeting. **Action: office staff.**

Cllr Davis said that the deep clean of the Herne Centre needs to be arranged. Cllr Blatherwick said that a timetable needs to be set, subject to any bookings, for the beginning of November. **Action: admin assistant and Cllr Davis.**

Marie Hackshall asked whether there was anything that the other committee members could do. Cllr Davis replied that people will be needed to go into the loft, to check what equipment is up there. Marie Hackshall said that she would be prepared to do this. **Action: Marie Hackshall and Cllrs Blatherwick and Davis.**

Cllr Davis asked about setting a date for locking the pedestrian gate to the Herne Centre car park. She explained that this is necessary to prevent the access becoming a Public Right of Way. Cllr White suggested closing it from 31st December 2023 until 2nd January 2024, as this is a quiet period. Members agreed to these dates. Cllr Davis asked that the residents in Chapel Row are notified in advance. **Action: office staff.**

Cllr Davis said that a St. Patrick's Day event could be held on 16th March 2024, with Irish food, dancing, and band, if the date is free. **Action: admin assistant.**

Cllr Davis said that it will not be possible to hold a Burns Night event as there is already one scheduled to take place in the village.

Meeting closed at 9.40pm.

