

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 Tuesday 27th June 2023 at 7.30pm, for the purpose of transacting the following business.

Present:

Cllr Blatherwick, Cllr Collins, Cllr Davis, Cllr Strong, and Anne Lehane.

14/23 To elect a chairman and vice-chairman.

Cllr Blatherwick was elected as chairman and Cllr White was elected as vice chairman.

To co-opt two residents to the committee.

Anne Lehane and Marie Hackshall were co-opted to the committee.

15/23 To receive apologies for absence and accept reasons.

Cllr White and Marie Hackshall. Apologies and reasons for absence accepted.

16/23 To receive declarations of interest on items on the Agenda and requests for dispensations.

None.

17/23 To confirm the minutes of the meeting held on 20th April 2023.

The minutes were agreed as a correct record.

18/23 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

None present.

19/23 To discuss the process of transferring the management of the Herne Centre to the parish council and any transitional requirements.

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.

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

The clerk said there were likely to be two members of West Faversham Community Association (WFCA) staff that TUPE (Transfer of Undertakings (Protection of Employment)) regulations would apply to. The four childcare staff would TUPE across to any new childcare provider.

There was some discussion regarding employing a Herne Centre Manager and a Parish Property Manager. This would be discussed further by the Staffing Committee.

A cleaner would need to be employed.

Negotiations with another childcare provider are still ongoing.

Future bookings already in the calendar are:

4 x children's party

3 x adult party

2 x other

Cllr Blatherwick said that it is important that catering provision is identified as soon as possible. It was agreed that Cllr Blatherwick and Cllr Davis would make enquiries regarding this. Cllr Blatherwick would also investigate wedding provision.

Members agreed to keep the booking rates at the current levels.

The coffee machine at the centre is leased by WFCA and would need to be returned. It was agreed that Cllr Collins would make enquiries regarding getting another one.

There was a discussion regarding equipment that would be needed. It was agreed that Cllr Collins would enquire about sourcing a card payment machine, and Cllr Strong would enquire about sourcing mobile phones. Two laptops would be required.

All the relevant licences and permissions would need to be looked at.

It was agreed that Cllr Davison and Gillian Skinner would go through the inventory of Herne Centre equipment.

Regarding the floor in the small hall, consideration would need to be given to the type of surface used. This would depend on what activities the hall would be used for.

Meeting closed at 9.45pm.