

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 Thursday 30th November 2023 at 7.30pm, for the purpose of transacting the following business.

Present:

Cllr Blatherwick (Chairman)

Cllr White (Vice chairman)

Cllr Collins

Cllr Davis

Cllr Strong

Marie Hackshall

36/23 To receive apologies for absence and accept reasons.

Anne Lehane. Apologies and reasons for absence accepted.

37/23 To receive declarations of interest on items on the Agenda and requests for dispensations.

None.

38/23 To confirm the minutes of the meeting held on 20th September 2023.

The minutes were agreed as a correct record.

39/23 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.

40/23 To review the Terms of Reference for the Herne Centre Committee.

The clerk asked whether the committee wanted to make any amendments to the Terms of Reference following the parish council taking over the management of the Herne Centre.

Members agreed that no amendments needed to be made.

Members agreed that the Amenities Manager should produce the agendas and clerk the Herne Centre Committee meetings.

Members requested that the Amenities Manager produces a proposal for a marketing budget and that this is added to the agenda for the next committee meeting for discussion.

Members agreed to have monthly committee meetings during the transition period. This will be reviewed in a few months' time.

41/23 To report on the transfer of the licencing and other contracts, and the purchase of additional equipment.

A report from the Amenities Manager had been provided.

Cllr Davis read through the equipment list that she had produced. Cllr Blatherwick said that a lot of equipment was missing and needed replacing.

The clerk reported that the contracts for the bins and clinical waste had been passed across to the parish council.

Cllr Davis asked whether there was any progress with the transfer of the electricity account.

The clerk replied that there had not been any correspondence from British Gas. **Action: clerk.**

42/23 To report on future bookings and provide feedback on those that have taken place.

A report from the Amenities Manager had been provided.

She raised some questions.

The first was regarding having a prepaid bar for daytime events. This had been requested for the wakes that had been booked. After some discussion members agreed to allow a prepaid bar for functions held before 6pm.

The second was regarding the use of outside caterers. Members agreed that an additional cost per head is added to the booking fees to cover use of the kitchen. The Amenities Manager to discuss with the caterer what they are charging the customer and agree amount prior to the event. **Action: Amenities Manager.**

Members agreed that the booking slot should include setting and clearing up time in the booking fees.

Cllr Davis said that it is important that the booking of children's parties does not impact on other potential bookings.

Marie Hackshall proposed that a forward plan of parish council events is made to limit impact on external bookings. Cllr Blatherwick said that there are about 6 events per year.

43/23 To discuss the current booking fees and to make proposals for setting the fees for the next financial year 2024/25.

A report from the Amenities Manager had been provided.

She suggested increasing the fees for children's parties to £99.00. This would be for a 2-hour party and include additional time for setting and clearing up. Also, should there be an additional charge for refreshments?

Members agreed to increase the fees for children's parties to £99.00 and to charge extra for refreshments.

Members agreed that it was important to keep charging as straightforward as possible.

44/23 To report on the progress of the Herne Centre staff.

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.

A report from the Amenities Manager had been provided.

She said that both the Amenities Assistant and Centre Cleaner were doing very well and are assets to the team.

The Centre Cleaner has settled into her routine, keeping everything to a very high standard, and has already been willing to undertake additional hours.

The Amenities Assistant started later, but has already proved to be flexible and hardworking. She will take on more of the Amenities Management work in due course.

Meeting closed at 9.55pm.