

# **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 30<sup>th</sup> April at 7.30pm, for the purpose of transacting the following business.

## **Present:**

Cllr Blatherwick (Chairman)

Cllr White (Vice Chairman)

Cllr Davis

Cllr Lambkin

Cllr Strong

Anne Lehane (Resident)

Penny Gimes (Resident)

Liz Sinacola (Amenities Manager)

54/26 To receive apologies for absence and accept reasons.  
Apologies from Cllr Collins – reasons accepted.

55/26 To receive declarations of interest on items on the Agenda and requests for dispensations.  
None received.

56/26 To confirm the minutes of the meeting held on Thursday January 29th 2026  
Minutes agreed & confirmed.

57/26 To report on matters arising from the minutes, not on the agenda, for information only.  
The Amenities Manager replied to the previous query about why takings were so high in May 2025 – it was because there were 5 Saturdays in the month, with most having bar.

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

### **To allow members of the public to speak about items on the agenda.**

58/26 Amenities Manager report incl. Licensing, Health & Safety, Fire Safety

Each section of the report was reviewed with comments invited from the Committee & brief discussion around comments and questions.

The Committee commented positively on the good range of activities the Centre now hosts and that the weddings early this year had been successful.

Penny gave the latest update on the cafe menu refresh – new ingredients are on order for next week so quiches and chilli for example can be made so we have stock ready for when the revised menu is launched. Once the kitchen are confident in the menu items we will go ahead & launch.

The Amenities Manager confirmed the changes NGS made to the hot water system mean that there is now adequate hot water for the café when needed.

The Committee discussed the new requirement for a Fire Alarm Zone Plan & gave approval to go ahead with the quote from Synergy to get this done.

The Committee commended Jackie and all other staff and volunteers for achieving a 5-star hygiene rating in the latest unannounced inspection.

The Committee thanks Cllr Collins and Cllr Lambkin for their hard work in the Centre garden. It was suggested that using shrub roses may be a good way to fill gaps and prevent access across the flower beds. The Amenities Manager will add an Outdoor Areas section to her report, Cllr Blatherwick reported there are weeds erupting through the tarmac by the back gate.

#### 59/26 To report on Herne Centre Purchasing

The Amenities Manager explained that it is no longer possible to get refills for our hand soap dispensers. The Committee agreed we should purchase 6 new ones to replace the existing 5 and an additional one for the kitchen hand wash sink.

The Amenities Manager advised that the new chain has been purchased for the car park. Signage is also needed mostly to increase visibility further – it was agreed it should say “authorised parking only” with “closed” as an alternative on the reverse if that is possible without costing too much extra.

#### 60/26 To report on income & expenditure for the Centre

The financial documents from the Clerk were reviewed and agreed to be in a healthier position than this time last year and heading in the right direction for the first 5 years.

#### 61/26 Events and planning

No “solo” Herne Centre events are currently planned during spring & summer – we are collaborating with the Parish Office on the 30 year celebration, the craft fair & the next quiz night.

#### 62/26 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.

The Amenities Manager advised that Christine (our usual Tuesday café volunteer) had taken her food hygiene course & passed with a 100% score.

As well as June now volunteering in the café on a Friday, Emma’s daughter Ffion is also volunteering every other Friday for the rest of this term as she is interested in catering as a career.

The Amenities Manager advised that all is going well with Phill, the new Herne Centre Deputy Manager with him having nearly completed 2 weeks with us.

It was agreed by the Committee to meet again in 2 months as 3 months heads into the holiday season, so next meeting will be 18<sup>th</sup> June.

Meeting closed 21.25.

| <b>Actions from this meeting (to be added to Amenities Manager's report)</b> | <b>Person to action</b>  | <b>Notes</b> |
|------------------------------------------------------------------------------|--------------------------|--------------|
| Arrange Synergy to do Fire alarm zone plan work                              | Amenities Manager        |              |
| Order new hand soap dispensers                                               | Amenities Manager        |              |
| Order signs for car park chain                                               | Amenities Manager/Deputy |              |
| Add garden into Amenities Manager's report                                   | Amenities Manager        |              |
| Add training into Amenities Manager's report                                 | Amenities Manager        |              |
| Chase up quote for removal of bench and other garden work                    | Amenities Manager        |              |
| Check on weeds reported at back gate                                         | Amenities Manager        |              |