

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 23rd July at 7.30pm, for the purpose of transacting the following business.

Present:

Cllr White (Vice Chairman)

Cllr Lambkin

Cllr Strong

Cllr Collins

Anne Lehane (Resident)

Penny Gimes (Resident)

Liz Sinacola (Amenities Manager)

63/25 To elect a chair & vice chair for the Committee

Cllr Blatherwick advised ahead of the meeting that she was happy to continue as Chair if selected – this was approved by the Committee and Cllr White was approved to continue as Vice Chair and Chair the meeting in Cllr Blatherwick's absence.

64/26 To receive apologies for absence and accept reasons.

Apologies from Cllr Blatherwick & Cllr Davis – reasons accepted.

65/26 To receive declarations of interest on items on the Agenda and requests for dispensations.

None received.

66/26 To confirm the minutes of the meeting held on Thursday April 30th 2026

Minutes agreed & confirmed.

67/26 To report on matters arising from the minutes, not on the agenda, for information only.

Amenities Manager apologised for change of this meeting date from June to July

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.

68/26 Amenities Manager report incl. Licensing, Health & Safety, Fire Safety

Report issued in advance, Vice Chair invited comments and discussion from the Committee.

There was discussion around the report from our Assistant Clerk about the possibility of licensing the Centre for weddings. Committee members were not keen on using the outside areas due to the potential disturbance that may be caused to our neighbours & the fact it is not licensed for alcohol or music but were supportive of the idea of being licensed and holding weddings inside. However, the Committee didn't want to pursue this in August 2026 as proposed and have asked the Amenities

Manager to look into what could be charged for the ceremony extra to what is charged currently for receptions and therefore work out how many weddings would be needed to pay for the licence and whether it would be viable.

Penny gave an update on the café and agreed with the Amenities Manager's report comment that the revised menus are working well. On behalf of Jackie and the other people working in the kitchen, Penny asked if it was possible to replace the stool and chair currently in the kitchen with 2 simple wooden stools to perch on when there is an opportunity during a shift. The purchase of these was approved by the committee. Another request is for a tall standalone commercial fridge to replace one of the domestic fridge/freezers we have currently. The fridge with the recently purchased freezer together will provide excellent storage for the café's needs, while the remaining fridge/freezer will still be suitable for staff lunches and occasional hirer storage when paid for. The committee supported the purchase of an appropriate fridge – quotes to be found and submitted to full council due to the cost.

The removal of the rotten bench seating has now been completed. Kim Melton advised that the remaining wood has now reached over half its life expectancy (usually 14 years from installation). They stated that the wood is treated and protected from new, any new protection added now would generally just be cosmetic. They advised we should be thinking about what any replacement may be like and what functionality is needed. We discussed adding more rope fencing now which they advised is possible but have not costed as yet. It would involve removing existing vertical posts and replacing with taller posts to hold the rope. To discuss further at Full Council or next committee meeting as appropriate.

The committee agreed to Ian Sargent being requested to do the required work along St. Martin's View and along our parking spaces. It was reported that one of the trees in the alleyway behind that are the responsibility of KCC is dead and over hangs our garden. To be reported to KCC.

The committee agreed that the restrictions on using the main part of our car park should be lifted at least over the summer to help re-build relationships with our neighbours. A decision over the arrangement when schools return is with the full council.

We discussed the cost of BMS training, the committee asked the Amenities Manager to find out how much call outs cost.

There was discussion around making changes to our licensing times, the committee decided now is not the right time to apply for these.

Particularly with the heatwaves this year it is obvious that the cooling in the Main Hall & the Small Hall is not adequate. The committee agreed we should begin looking at the options for better air conditioning provision and investigating the costs.

69/26 To report on Herne Centre Purchasing

Over the past 2 months we purchased new locks for the bar fridges as the old ones had broken – to be fitted by the Herne Centre Deputy Manager, new bulbs for the EasyZap insect control in the kitchen (fitted), new latte glasses so that we have a set the same volume rather than a variety (for consistency of measurement), a radio for the kitchen & 40+ marked wine glasses for the bar (these were refunded due to some being broken on delivery so we have 42 for free).

70/26 To report on income & expenditure for the Centre

The financial documents from the Clerk were reviewed and agreed to be looking more positive each time and heading in the right direction for the first 5 years.

71/26 Events and planning

No “solo” Herne Centre events planned until Martin & his Christmas Crooning in November.

72/26 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 reported on the current situation with café volunteers, how successful the work experience had been at the end of June & the latest update on the probationary period for the Herne Centre Deputy Manager.

Cllr White said she would still like to help in the café and will work alongside Jackie and a volunteer when time allows – a Tuesday or a Friday shift would be best, and Cllr White is very welcome anytime.

It was agreed by the Committee to meet again in 2 months, so next meeting will be 24th September.

Meeting closed 20.45.

Actions from this meeting (to be added to Amenities Manager's report)	Person to action	Notes
Number pages of Amenities Manager report	Amenities Manager	
Look into potential fee for wedding ceremonies v receptions etc	Amenities Manager	
Kitchen deep clean to be planned	Amenities Manager	
2 wooden stools to be purchased for kitchen	Deputy Herne Centre Manager	Actioned
Commercial tall standalone fridge – costs to be found	Deputy Herne Centre Manager and Penny	Actioned – Amenities Manager to produce report for next full council
Report on wooden structures in outside areas and plan for replacement.	Amenities Manager	To be decided for committee or full council discussion
Arrange for Ian Sargent to do hedge work	Amenities Manager	
Check costs for BMS call outs	Amenities Manager	
Improved signage regarding glasses being taken outside to be prepared	Amenities Manager	
Work on website	Amenities Manager	
Report dead tree in alleyway overhanging our garden to KCC	Amenities Manager	
Replace bar fridge locks	Deputy Herne Centre manager	