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 24th September at 7.30pm, for the purpose of transacting the following business.

Present:

Cllr White (Vice Chairman)
Cllr Lambkin
Cllr Strong
Cllr Collins
Cllr Davis
Anne Lehane (Resident)
Penny Gimes (Resident)
Liz Sinacola (Amenities Manager)

73/25 To receive apologies for absence and accept reasons
Apologies received from Cllr Blatherwick, reasons accepted.

74/25 To receive declarations of interest on items on the Agenda and requests for dispensations.
None

75/25 To confirm the minutes of the meeting held on Thursday July 23rd 2026
Confirmed & signed

76/25 To report on matters arising from the minutes, not on the agenda, for information only.

Cllr White advised she is still planning to spend time in the café to get experience to be able to volunteer to help out if needed

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.

77/26 Amenities Manager report

The Committee discussed the garden area and the replacement of the remaining wooden elements; it was felt the garden was evolving well and any replacement needed should be like for like. It was agreed there was no need to coat the wood for cosmetic reasons if it wouldn't help prolong the life.

Cllr Lambkin & Cllr Collins who do a wonderful job volunteering to improve the garden and keep it looking great advised that the existing lawnmower needs replacing. It was agreed we should buy the current equivalent model which is around £70 currently.

The Amenities Manager advised the annual lightning conductor checks had been completed without issue.

There was discussion around the new Herne Centre Wedding Package. Cllr Lambkin proposed some changes to the document that have already been made and the Committee decided to increase the prices on the package from £1200 for up to 50 guests to £1500 and from £2000 for up to 90 guests to £2500 – these changes have already been made along with the price increases for the self-service tea trolley.

Cllr Davis commented that the original idea was that approved caterers would pay to be on our list we suggest to hirers. Our approved caterers are Sue Carver, Marie Reynolds, Debbie Jones as they have been since we began running the Centre with the addition of Gingerbreads for buffets. The Amenities Manager advised that it is highly unlikely any of those would be prepared to pay for recommendation when their margins are incredibly tight at the moment in particular. The number of bookings they have received through us in 2026 is probably less than 5 across all of those Suppliers.

There was also discussion about helium balloons in the Centre and whether it is possible to exclude them completely. The Amenities Manager advised that we are now able to remove them from the high ceiling successfully and explained the difficulty banning them when they are brought in on the day for various reasons, even through the hire agreement states they are not allowed. The situation will be monitored.

78/26 Herne Centre Purchasing

The Amenities Manager advised that since the last meeting we have purchased the new tall kitchen fridge and some additional supplies needed for the wedding in September (costs covered by the wedding hire charge): 48 side plates, 24 tablecloths, 126 napkins

79/26 To report on income & expenditure for the Centre

Document reviewed, no comments.

80/26 Events and planning

The Amenities Manager asked the committee for their view on 3 items that have arisen. First was a query from someone asking if they could site a Cake Shed at the Centre outside, the Committee felt this wasn't something to pursue due to the possible confusion with our own cakes etc Second was whether we would want to have a freestanding vending machine on site – the cylinder sort with sweets or toys, the Committee felt they wouldn't want to encourage children to ask their parents for these types of things. Thirdly was the possibility of siting a small bank of lockers here for someone like In Post for items to be deposited and collected from the lockers. There was some concern this may exacerbate parking problems, but the Committee agreed we should find out more as it could possibly be a source of income for little effort needed.

81/25 To report on the progress of the Herne Centre staff
<u>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</u>.

The Committee suggested we should advertise for volunteers again in the next newsletter & asked the Amenities Manager to investigate whether apprenticeships might be appropriate.

Meeting closed at 20.35

Next meeting date not discussed – 26th November proposed to Committee

Actions from this meeting (to be added to Amenities Manager's report)	**Person to action**	**Notes**
Add action to investigate air con options from last meeting	Amenities Manager	
Purchase lawnmower after agreement by Jo/Michele with Carol	Amenities Manager	
Find out more about hosting InPost lockers or similar	Amenities Manager	
Arrange for volunteer advert in next newsletter	Amenities Manager	
Investigate apprenticeships	Amenities Manager	