

HERNE & BROOMFIELD PARISH COUNCIL

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Minutes of the meeting of Herne & Broomfield Parish Council Community Centre Committee held at Wootton Room, Herne Mill, on Wednesday 16th November 2011 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Davis, Cllr Blatherwick, Cllr Day and Cllr Jones

05/11	Apologies for absence. None
06/11	To agree the minutes of the meeting held on 7th July 2011. These were approved
07/11	Declarations of interest. None
08/11	Matters Arising. The clerk reported that Peter Gray had been employed as hall manager. New doors have been fitted, and new furniture on the emergency exit doors. New external lights and emergency lighting have been installed. Plumbing issues have been dealt with and a new heater installed. The consultation is underway.

Public adjournment

The meeting will be adjourned to allow members of the public to speak about items on the agenda.

Name and address to be given

09/11	To discuss Terms of Reference for this committee and the Co-option of residents onto the committee. The Terms of Reference were approved and will go to full council for ratification. It was agreed to co-opt 3 residents onto the committee. Applicants will be asked to apply in writing and will be interviewed by the committee and recommendations will go to full council, if more than 3 applications are received.
10/11	To discuss what licenses are required specifically Performing Rights and hall charges. The clerk has been advised that the parish council would not require a license for the current users. Any hall users who wish to play music should have their own license and this requirement could be added to the booking form. The cost of the license for a one off event is £5.83 plus VAT this covers up to 75 people for 3 hours. There is no requirement for private parties to have a license.
11/11	To discuss letting policy and hall opening times etc. All members had received a copy of the booking form and terms and conditions and they were happy with those. It was agreed to recommend to full council that the hall would not be hired for birthday parties for 16 to 21 year olds as there were concerns as to how well these would be supervised. It was also recommended that it could not be used for hen or stag parties and that band practise should not be allowed. All hirers must finish at 11pm and have 30 minutes clearing up time. The other issue raised was that of the hall being hired for just an hour in the middle of a session. The committee recommend that if this happens the booking can only be from 6-7pm otherwise the cost for the evening would need to be covered (3hrs).
12/11	To discuss Health & Safety. It was agreed that Cllr Day will be responsible for looking at Health & Safety issues for the Community Centre and reporting back to the committee with recommendations.
13/11	Update on Consultation and to set date for next consultation day. The

	consultation day was well supported and everyone was happy with how it had gone. The next stage would be the questionnaire in the newsletter which will go out at the end of November. Community compass has suggested that another consultation day be organised for January with perhaps a table top sale to encourage people in. It was agreed that this would be held on 14 th January from 9-30am – 1-30pm and tables would cost £5. This will be advertised in the newsletter. The results from the first questionnaire should be available towards the end of February, although this would depend on how the consultation with other organisations went. The consultation would not close until all had been consulted.
14/11	To discuss what is to be done with the Allotments when the current users vacate in February. The clerk had sought legal advice on the issue of the allotments. As the hall and land had been purchased for use as a Community Centre and the renewal of the lease for the allotments would constitute making them Statutory allotments, it was agreed that the allotments would be cleared when they were vacated in February. The committee will seek full council's approval for this. It was agreed that the clerk will write to the allotment holders reminding them of the date that they must vacate the site and anything left on site after that date would become the property of the council.
15/11	To discuss repairs already carried out and any work that needs to be done. The clerk reported that most of the items that had been highlighted as needing to be done had been completed. The alterations to the disabled ramp would be carried out shortly as Serco had now been asked to start the works, as the clerk had secured grant funding for this work. Cllr Davis thanked the clerk for her efforts and congratulated her for getting all the funding for this project. The pipe from the old heater in the kitchen needed to be removed and the garden area to be tidied up especially the hedge. Peter Gray will do some work on the garden as and when time allows. Any further works will depend on the outcome of the consultation.
16/11	To look at the income and expenditure to date. All members had copies of the income and expenditure to date. Total Income to date is £2,589.84 and Expenditure £4,062.93. These figures do not include the salary for the hall manager. The clerk was asked if for the next meeting she could provide the figure for the hire fees.