

HERNE & BROOMFIELD PARISH COUNCIL

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Minutes of the meeting of Herne & Broomfield Parish Council Herne Centre Committee held at Herne Centre St Martins View, Herne on Thursday 23rd August 2018 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Davis, Cllr Blatherwick, Cllr O'Donnell and Linda White

12/18	To elect chairman and vice chairman. Cllr Davis was re-elected as chairman and Cllr O'Donnell as Vice chair.
13/18	Apologies for absence. Received from Cllr White.
14/18	The agree the minutes of the meeting held on 25th January 2018 were agreed as a correct record.
15/18	Declarations of interests and requests for dispensations. None
16/18	Matters Arising. The AV and security cameras have now been fitted. The kitchen is finished. The old building was demolished just after Easter. The Management company have now set fees and have a booking system. The name chosen following consultation was Herne Centre. Most of the equipment has been purchased following the successful grant applications from Viridor and Awards for All. There was also a donation for the Audio-Visual (AV) equipment from Newmaquinn Commercial. The Race Night will now be on 20 th October. It will now be necessary to get a volunteer from Centre users to come onto the committee, as the Centre has only been opened a short time and bookings are now building, hopefully someone will be willing. The Management Company organised the opening of the Centre in conjunction with the Parish Council.

Public adjournment

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

None

17/18	To discuss the snagging issues on the new building. The anti-graffiti coating has been done and the wall alongside the steps has also been done. The tarmac levels are OK and the tarmac has been completed now the drainage alterations have been completed. The large lights that were originally planned for the Centre could not be purchased from the company that supplied the others, so a different supplier has had to be sourced and there is an additional cost of £3,000. The problems with the Air Con and cameras has been resolved, and James thinks he has now sorted the problems with the AV. There have been problems with the side doors as they need to be opened on the push button control, but people are pushing the doors open, this will result in damage to the openers and possibly the doors themselves. The clerk spoke to the contractor who is responsible for the mechanism and it appears that the solution would be to have automatic openers on the doors at a cost of £917.13, this needs to be approved by the committee but will come out of the build fund. Members approved this expenditure.
18/18	To discuss the issues with the steps and car park. Cllr Blatherwick explained that the drain covers were too high and that the drainage channels were not fitted as per the drawings, which is why they needed to be altered. The steps

	were also not set out as per the drawings and they will need to have some major work on them and until that work is completed the handrails can't be fitted.
19/18	To receive report from James Browning on behalf of the management and discuss any issues arising from that report, to also raise any issues members would like to discuss regarding management, bookings etc. not listed below. James provided a report to members (attached to minutes). Cllr Davis thanked James and his staff for their efforts since the Centre opened. The clerk asked if members could think about how the garden area will be maintained. She also thanked James Browning for all his hard work and helping out, especially with issues regarding phones and alarms that have arisen. The before and after school clubs are getting booked up and will start at the beginning of term. Three additional tables for the children are on order.
20/18	To discuss future bookings and bar arrangements. James explained that a licence application had been submitted and the licencing officer had visited the Centre, he had wanted details of the proposed bar area and also cameras in the main hall, otherwise the application would not be successful. West Faversham are looking into bar details now a sketch has been received from Matt Judge, the bar will double up as a reception when not in use and will have a removable section at the end, as this will only be required for the bigger events when at least two staff will be serving. The bar is still under discussion, other quotes will be sort. Members agree the parish council will pay for the bar to be installed and will get a percentage of the takings. Faversham was contracted to maximise the use of the Centre and the license would enable them to do this, as for wedding receptions, parties, wakes etc hirers required a bar, although this can be done through a Temporary Events Notice, this is costly and the number is limited. It is the building that is licenced and whatever happens in the future the Centre will retain the licence. The cost of the cameras will be £320.10. The clerk suggested that if members approve the additional cameras, the work on these and the door sensors could be carried out at the same time. Members agreed this expenditure.
21/18	Update on Planning application to amend times. The Parish Council application to extend the opening and closing times went to CCC committee on Tuesday and this was approved without anyone being called to speak.
22/18	To discuss websites James reported that work on the website was ongoing but some had been done, Cllr Davis said it looked much better. James explained that the person responsible for the web site had left and a new person had now been appointed. Work on the website will continue. Cllr Davis will continue to update the parish council websites.
23/18	To discuss the purchase of additional furniture. Kirsty Ash has distributed copier details and it was agreed that a meeting with the rep from Sharp would be beneficial. Members will be asked to approve leasing a new copier at full council meeting. Cllr Davis is looking at new seating for the roundel and tables.
24/18	To discuss co-opting another resident onto the committee. It was suggested that Carol Gray might be willing, Cllr O'Donnell had suggested someone but they are not local to the parish and members considered it important that it was a local resident. One of the hall hirers could also be asked to sit on the committee.
25/18	Members' reports and clerk's correspondence. Linda reported the 100 club numbers were steady. Meeting closed 9.40pm

