

HERNE & BROOMFIELD PARISH COUNCIL

Parish Office, Herne Mill, Mill Lane, Herne, Herne Bay, Kent CT6 7DR

Tel: 01227 742700

Minutes of the meeting of Herne & Broomfield Community Centre Committee held at Wootton Room, Herne Mill, on Thursday 25th January 2018 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Davis, Cllr Blatherwick, Linda White, Mabel Wright.

Not present: Cllr O'Donnell and Ann Berry.

01/18	Apologies for absence from Ann Berry and Cllr O'Donnell.
02/18	The minutes of the meeting held on 16 th November 2017 were agreed as a correct record.
03/18	Declarations of interests and requests for dispensations. None
04/18	Matters Arising. None.

Public adjournment

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

None

05/18	To discuss the progress on the new building. The clerk reported that the estimated finish date had been put back by about 4 weeks due to delays in getting drawings submitted to the contractor. There was an issue with the planned underfloor cooling system, this was not considered appropriate by the installers, they basically said it wouldn't work in the way it was needed. It was decided following their advice to change to one large air source heat pump and air conditioning. There were meetings with the Audio Visual (AV) specialist and the wiring is now going in for that, the clerk told members that she thought she had got funding for the AV. A meeting was held with the security company and it was decided for safety reasons to have some internal cameras. The cameras will have the facility for remote access, the screen etc will be in the office. The access will be through the disabled entrance via a key fob, when the main doors are locked. The kitchen has now been designed, along with the appliances and we are waiting for confirmation of exactly what Michael Head is going to agree with regard the cost. The old building is likely to be closed from Good Friday through until the new building is ready. There will be a large excavation for the drainage work and the old hall will need to be demolished in order for the car park and landscaping work to be completed. The clerk has asked the contractor to come back with details as soon as possible, in order to inform existing hall users.
06/18	Update on the management of CC, to look at proposed fees and shortlist suggested names for the building and individual rooms. Cllr Davis and the clerk had worked out a pricing structure after looking at what other halls are charging, this needed to be done for the tender. It is only provisional fees as we will need to work with the management company regarding fees. Members considered these to be reasonable. There had been about 15 suggestions for names, the suggestion was that it would be Herne Community Centre and then another name for marketing, such as Village Centre, Herne Hub. There was not a decision and Cllr Davis, will go back to social media with the suggestions.

	There was also discussion as to whether the individual rooms should be named and whether the major sponsors should feature with this.
07/18	Update on provision of equipment for the building and on the kitchen. Cllr Davis and the clerk had put together a list of equipment that would be required for the kitchen and other areas. Crockery, cutlery, pots and pans, trollies, hot water containers, glasses, jugs etc. Tables and Chairs were discussed and equipment that would be needed in other areas. It is hoped that a grant can be obtained to cover some of these items. The clerk had printed off the proposed layout and design for the kitchen and this is now going for full approval with the benefactor.
08/18	To discuss further fundraising. The clerk reported that she had requested a change of date for the Race Night as she did not have the time to organise it at the moment, the new date is 12 th May but this will possibly have to be changed if the new building is not ready by then. Cllr Davis asked members to think about other fund raising events that could be held in the future.
09/18	Current Finance report on existing hall, including 100 club. The clerk reported that the income to date was £7,086.91 which included £672 from 100 club. Expenditure was £3,373.22 which included £119 for 100 club. This figure did not include salaries of £3,600. There is still a small annual profit despite the usage being reduced due to the construction of the new building.
10/18	Update on fundraising. As stated previously grants were being sought from Viridor and Awards for All towards the cost of equipment for the new building and the clerk was hopeful that she had secured the funding for the AV.
11/18	To discuss the change over from Community Centre Committee to Community Centre Management Committee, who will work with the management company. Who will be the committee members. The clerk reported that the tender process is now live and the closing date for tenders was 31 st January. These will be looked at by the chair, vice chair and the clerk on 1 st February, a report will then go to full council, on 8 th February for approval of a company to take over the running of the new building. The make up of the community Centre Committee was discussed, it was agreed that there should be a representative from the users, one for adult groups and one from youth groups, if at all possible, a resident, Linda said she was willing to stay on the committee, and then 4 parish councillors. The committee would meet once a month initially and the Management company representative would also attend to report on progress and any issues that have arisen.
12/18	Members' reports and clerk's correspondence. Cllr Davis asked members to think about the official opening of the new building, this would be discussed at the next meeting.

Meeting Closed 9.05pm