

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 3rd October 2019 at 7.30pm, for the purpose of transacting the following business.

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

25/19	Apologies for absence from Cllr White who is working and Joanne McCann who is visiting schools.
26/19	The minutes of the meeting held on 6th June 2019 , were agreed as a correct record.
27/19	Declarations of interests and requests for dispensations. None
28/19	Matters Arising. None

Public adjournment

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

29/19	To discuss the snagging issues on the new building and any that have yet to be dealt with. A large amount of the snagging has been completed. We can now open the Velux window over the stairs, but it is not going to be possible to open the one in the roundel. It was suggested that vents could be installed but this was not considered a good option. A new leg has been fitted on the table in the family toilet, the plumber is coming in to look at the sink in there on Tuesday. Cracks have been filled and painted. There are some areas that do now need repainting to keep it looking tidy. The solar panels seem to be working well. NPower is sending an engineer out at the end of the month to check the meter and replace the sim card, he will also check whether we are exporting or using the power generated. The issue with the FIT payments has not yet been resolved but it is work in progress. The clerk briefly went through the list and what was still outstanding. Cllr Blatherwick asked for the lights on the steps to be chased.
30/19	To receive report from James Browning on behalf of the management company. James had supplied details of the bookings confirmed and expected. Weekly activities are currently at 40, plus childcare and coffee morning, there are booking 10 out of 12 weekends, 6 weddings are booked so far for 2020 and 3 for 2021, the Christmas Parties have proved popular with 140 tickets sold so far and three dates provided. New Year's Eve is slow at the moment, but it is early. The Before and After School Clubs and the Holiday Club are now doing really well with bookings on some days at maximum, so from running at a loss for a few months it is now in profit. New activities are being introduced to be run by centre staff. Table Tennis, Bowls, Golden Surfers, Film Club and exercise classes. The Tea dance classes are really well attended. The classes run by WF, (West Faversham) if they are well attended will increase profitability considerably.

	Soup and a roll will be available every day in the winter months and a cheaper lunch option of soup and a roll or jacket potato will be available on a Wednesday. One of the staff will be given performance targets for selling cakes etc as well as coffees, to try and boost sales. Despite efforts to obtain grant funding for a youth club no funding has been obtained mainly due to the fact it isn't a deprived area. The alarm in the activity room needs to be louder and there may need to be an external one. The clerk will investigate. The clerk clarified that West Faversham cover the cost of all cleaning, refuse collection and hygiene bins etc. they also cover the weekly safety inspections, which equate to over £9,000pa. They also have staffing costs related to dealing with bookings, inquiries and admin plus staffing and accounts.
31/19	Finance report to end September 2019. From April to date Centre expenditure is £10,613.21 and Income £10,241.60, so just about breaking even, it is hoped that as bookings increase that the Centre will be in profit by March 2020.
32/19	To Discuss A Reserves Policy for the Centre and Terms of Reference, Circulated. Members approved both documents.
33/19	Marketing, to look at ways of increasing numbers for lunch etc & Signage. To also look at marketing costs from WF. The sign by Herne PO needs replacing with marine ply and then painted with blackboard paint. This will allow the various things being held at the Centre to be advertised there, this will be particularly helpful for lunches, film club, events etc. A finger post needs to be installed and the clerk suggested that perhaps the sign that is currently on the post office wall could be relocated in or near the car park. Members suggested pictures of people actually eating on a Wednesday to advertise the lunches and perhaps pictures of Mums with children as well. Perhaps some flyers to be given out to parents at the school gates. The web page needs improving. WF will be asked to give details of marketing before a budget is set.
34/19	To discuss outside landscaping, maintenance, cleaning etc and discuss replacing lost, damaged or stolen items. Cllr Day is currently attending on a Wednesday morning to cut the grass, when this is no longer required (winter months) he will weed and plant. It was agreed that the proceeds from 100 club would go towards looking after the outside area. Bulbs will be planted and it was agreed that daffodils etc needed to be a short variety. A budget of up to £100 has been allocated for the landscaping etc.
35/19	To discuss the quotes for treating the wooden floors. Of the 3 quotes received the cheapest was from the original installers at £1,339. It was agreed to accept this quote but the clerk was asked to inform the contractors that there is wet underfloor heating in both rooms and also check the timing required for carrying out the work.
36/19	Members' reports and clerk's correspondence. A step ladder is needed as the filters in air con units have to be cleaned regularly. Screw eyes need to be put on beams in main hall to facilitate bunting etc. It was agreed to source these. Linda reported that 100 club numbers weren't too bad but we would need another push. Cllr Davis reported the bar extension was due to arrive Friday 4th October.

Meeting closed 9.30pm