

HERNE & BROOMFIELD PARISH COUNCIL

Parish Office, Herne Centre, St Martin's View, Herne, Herne Bay, Kent CT6 7AP

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Minutes of the Herne Centre Committee of Herne & Broomfield Parish Council, held at Herne Centre St Martins View, Herne on Tuesday 5th February 2019 at 7.30pm, for the purpose of transacting the following business.

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

01/19	To agree the co-option of Carol Gray onto the committee. Members agreed to co-opt Carol and as Mabel Wright has stood down it was agreed to ask Joanne McCann who lives in Seymour Close if she would be interested.
02/19	Apologies for absence from Mabel Wright who has asked to step down from the committee. James Browning has a trustees meeting and is unable to be here tonight.
03/19	The minutes of the meeting held on 23rd August 2018 , were agreed as a correct record.
04/19	Declarations of interests and requests for dispensations. None
05/19	Matters Arising. None

Public adjournment

The meeting will be adjourned to allow members of the public to speak about items on the agenda. None present

06/19	To discuss any outstanding snagging issues on the new building. The worktops in the toilets are still waiting to be changed. It was agreed to go with slightly smaller lights in the main hall as the large ones are no longer available. Lights are on order, looks like the end of April is likely delivery time. The handrails and lights at the front entrance have been completed. The display unit needs finally setting up, we have been advised to wait until we have a nice sunny day. Peter Thorpe has offered to give it a go. The cupboard in the kitchen is outstanding. The chair rails have been fitted and some coat hooks and clocks put up. It has been suggested that the back fence would look better if it had the willow fencing all the way along. Panels are in the region of £60 each. The clerk will research for cheaper panels, but it was agreed to do this. Thermostats are to be fitted and will have lockable covers over them to stop them being tampered with by users. The panel around the glulam beam is still waiting to be replaced. We have a price for sealing the wooden floors. James is trying to get 3 in total. The clerk was asked to get more information regarding the sealing of the flooring, how often it would need to be done, what sort of finish, matt or gloss, would alcohol spillages affect it. We have had a request for a dimmer switch in the medium room. Members agreed that it would be good to turn down the lighting glare, both for the children and some of the classes. Rob the electrician will be asked to come and look and also look at splitting the lighting in the lobby to enable each to be switched separately. The bar area is due to be completed tomorrow.
07/19	To receive report from James Browning on behalf of the management West Faversham Community Association (WFCA) and discuss any issues

	arising from that report, to also raise any issues members would like to discuss regarding management, bookings etc. James sent a report. <i>New at centre Golden Surfers, Our History Project, Table Tennis, Bowls, Tea Dance and Film Club. James said a considerable amount of time and effort had gone into setting things up and they were looking forward to watching the clubs etc grow. They will continue to seek funding for other things. Coffee mornings and lunch club are building steadily. It is hoped to work with parish council to hold a monthly disco to raise money for local causes. School club continues to grow and it is expected that there will be a big increase in September. Holiday clubs are still building and changes have been made to try and boost numbers. There were two successful events over Christmas and New Year. There is a Wedding Fair booked in on 3rd March. There is a good choice of fitness classes. Bookings for weddings, adult and children's parties are good. The value of the bookings to date is £20,085 which is good and better than expected for a little over 6 months after opening.</i> As James was not going to attend the meeting, Cllr Davis had sent some questions and comments for him to respond to for this meeting: She thanked the Centre staff and said they were friendly, especially Dale who was well liked, but that the staff often changed. James responded it was not so there had been a couple of changes and that was one of the benefits of using them to manage, as they had staff that could cover sickness and people who left. She asked how many staff were from the parish, James responded 3. Cllr Davis asked about temperature controls, James explained that we were waiting for thermostats to be fitted, which would make altering them easier He was asked about the number of employees at the centre, there are 3 full time and one part time. The coffee mornings are picking up, Cllr Davis requested better vegetarian choices, that could be stored in the freezer. James said they do have a veggie chilli option every week and others from time to time but the lunches are relatively small scale, so it is not practical to have too many options as the request for vegetarian food was infrequent. There was a request for condiments etc on the tables ready for the lunches and for the food to be served hotter. There was a query on the flower beds that needed weeding, this is the responsibility of the parish council, James will ask staff to have a sweep up in the car park area. There was a query regarding the options for coffee, James confirmed all types of coffee were available. The clerk said she found the staff to be very helpful and that Dale regularly came up with ideas about how to improve things at the Centre. The clerk was asked to find out about Food Hygiene Certificate and allergy advice. James would be asked if users could complete some sort of feedback form. It was felt that generally all was going well, there had been a few teething problems early on but that was to be expected and they were resolved.
08/19	To discuss future bookings and bar arrangements. Total income so far to December 2018, including bar takings was £7,463.14 ex VAT. Expenditure to 31st January 2019 £8,651.03. We have not paid business rates yet, and we are still waiting to see how much money we will get back from the feed in tariff. There has been a lot of expenditure over Christmas for decorations etc. The cost of the opening is also included, noticeboards for the centre, an additional

	camera and the fire assessment. The water and electric costs are £2,802.46, and insurance just under £2,000. We have saved money on the PPL & PRS, which is covered now under WFCA's umbrella, saving us about £4,000. Bar: November & December £218.17. Overall, to date, the clerk said we were just about breaking even. It is hoped that expenditure will be down a bit over the next few months and income up. We currently receive 50 % of the bar profits. The clerk raised the issue of wedding bookings for 2020, the management contract will be due for renewal and there is concern that if it is not renewed and there are wedding packages booked, what will happen. The clerk suggested that the contract needed to be looked at by the end of this year. It was agreed that Cllrs Blatherwick and Davis could meet with James to discuss this in advance.
09/19	To discuss outside landscaping, maintenance etc. The parish council is responsible for the garden and external areas. It was agreed that the grass would need to be cut every two weeks during the growing season. The outside area needed to be kept tidy. Leaves etc needed to be cleared. The windows will also need to be cleaned regularly. The clerk has asked a window cleaner to give a price.
10/19	To discuss websites. It was agreed that the parish council no longer needed to have its own website for the centre. This will be cancelled. WFCA website for the Centre had greatly improved and staff were happy to alter or add things when requested. It was agreed to ask for a link on the main web page to the Facebook page showing the menu for the lunch club to make it easier for people to find.
11/19	To discuss the purchase of additional furniture and storage. It was agreed to purchase 3 more circular tables giving us 14. It was agreed to purchase cushions for the brown chairs in the reception area, at £11.99 from The Range. Table lamps were discussed and it was agreed that it would be better if the LED's and the main lights in the lobby had separate switches, a dimmer switch was requested for the medium room; the clerk was asked to contact the electrician to see what can be done. Lastly it was agreed to purchase a large tea pot.
12/19	Members' reports and clerk's correspondence. The clerk reported that she had circulated some feedback forms at the Quiz night and in reception and there had been a good response. Cllr O'Donnell has taken them and will input the information onto a spreadsheet. Linda White told members that she was now contacting 100 club members about two months in advance with renewal reminders. The clerk said it would be good to try and get more people to enrol.

Meeting closed 9.20pm