

HERNE & BROOMFIELD PARISH COUNCIL

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Minutes of the meeting of Herne & Broomfield Parish Council Herne Centre Committee, held remotely via Zoom on 1st October 2020 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Davis, Cllr Blatherwick, Cllr White, Lin White, and Joanne McCann.

13/20	Election of Chairman and Vice Chairman. Cllr Davis was elected as Chairman and Cllr White as Vice Chair.
14/20	Apologies for absence, received from Carol Gray who is moving out of the parish and therefore standing down from the committee.
15/20	The minutes of the meeting held on 30th Jan 2020, were agreed as a correct record.
16/20	Declarations of interests and requests for dispensations. None.
17/20	Matters Arising. The clerk reported that due to Covid-19 the current contract for the Centre had been extended until November.

Public adjournment

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

None present.

18/20	To approve the Reserves Policy for Herne Centre, and Terms of Reference for this committee. (Circulated prior to meeting) Both the Reserves Policy and Terms of Reference were approved, these will be circulated to full council. The clerk reported that there were two funds for the Centre one is for any major repairs and currently stands at £138,050.69, the other is for general maintenance and repairs and also to top up the loan repayments and currently has a balance of £53,468.
19/20	To discuss the current situation with the Centre re hiring out etc due to Covid 19. There has been little activity at the Centre since March and subsequently little income. The parish council did receive a grant of £10,000 and did not have to pay the business rates for the year. This has meant that we have not, as yet, made a loss, but depending on how long it takes to get back to normal that may change. There are a few classes running currently, Yoga, Pilates, and Slimming World and today a Community Art Class has started, so the hire fee is reduced.
20/20	Update on Income and Expenditure for the Centre. The figures provided are for the current financial year. (Circulated prior to meeting). The clerk provided the figures from April and the centre account was just showing a small profit the income from the centre £1,932.83 plus £10,000 grant for Covid and the expenditure £10,281.63, this was reduced as the business rates had been cancelled for this year. Linda reported that she had suspended the 100 club for three months. The clerk reported that numbers would be drawn again at the next parish council meeting. The draw will be brought up to date.
21/20	Update on payments from the renewables. Cllr Davis reported that she had asked Cllr Harvey to try and sort out the application for the RHI payments, part of the issues with both that one and the Feed In Tariff has come about because the parish council was not supplied because the exception building letter for the solar was not carried out at the time of installation or the information required is not readily available. Cllr Davis will try to get a response again

	regarding the feed-in tariff and if she does not get a response, she will report it to the Ombudsman.
22/20	Report on works that have been carried out at the Centre over the last year and to discuss the Delta and Monodraught maintenance contracts. A new contract has been set up with Talk Talk which is cheaper than the previous one. The PV panels and meter have been checked and are working as they should. Covers have been fitted to the heating controls in all rooms. The wooden floors have been rubbed down and resealed. The two doors in the corridor into the main hall now have locks on them. The drains have been cleared and this will need to be done annually. Some of the lead flashing was stolen and this has been repaired with a lead substitute. Someone got locked in the large, disabled toilet and the fire brigade were called to release them, a new lock has now been fitted. The new bollards have been purchased and are waiting to be fitted at the entrance to the car park. A barrier is being fitted outside the main entrance door to stop the door being caught by the wind, as this results in the opener/closer breaking. The Centre will be painted in November, just the walls in the main areas and toilets, not the parish office or kitchen. The garden at the centre has been looked after by a former councillor during the summer, but it has been decided to employ a gardener during the summer months from next year. The wooden gazebo has been damaged by persons unknown. It is hoped to have a more substantial shed outside to replace the tin one, for storing equipment, the clerk is liaising with Cllr Cheeseman on this. The guttering needs clearing Dale Foley has looked at it, there is some debris in it, perhaps power washing it out might be good enough. Both intruder and fire alarms are being serviced regularly and the heating and cooling systems have been serviced and the hoists. Monodraught have done some work but need to come back with a scaffold to complete the works. The Monodraught and Delta maintenance contracts, for the heating, cooling, and ventilation. Current cost, Monodraught £1,080.00 (excl. VAT) once a year and Delta £475.00 (excl. VAT) twice a year (£950.00 in total). To reduce costs, it is suggested two options for each one: - Reduce the maintenance period, for example every two years. - Cancel the contract and pay for repairs when they arise. The Monodraught system should require little maintenance, so a contract might not be necessary. Delta have made repairs, however the costs to date are less than the maintenance contract. It was agreed to check the costs of contracts and what they cover and compare with call out fees for each company, both systems will be out of warranty.
23/20	<u>To discuss and review the amended contract for approval by full council. This item will be preceded by a resolution Under Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press due to the confidential nature of the business being discussed. As no residents were present the resolution was not required.</u> The contract between West Faversham Community Association (WFCA) and Herne and Broomfield Parish Council (HBPC), for the Herne Centre, is up for

	renewal as it has come to the end of its two-year period. It is now necessary to agree the management contract for the next three years. Cllrs Blatherwick and Davis, Monica Blyth (Clerk), Michele Nicholson (Assistant Clerk) and James Browning (CEO WFCA) have had discussions over the last few months, which have resulted in amendments being made to the contract. The biggest change has been to the Profit Sharing and the Remuneration of the Company clause. After putting together various spreadsheets, outlining several different proposals, Michele managed to produce one that was a workable option. The percentage split for HBPC has been reduced, the reason for this was explained by Michele. Although a substantial drop, the difference is offset by WFCA paying the business rates, electricity bills, marketing and PRS licensing. This equates to approximately two thirds of the regular expenses. The building insurance, other utilities and maintenance costs will still be met by HBPC. The figure has been mutually agreed. WFCA's proposal was lower and HBPC's proposal was higher, the final figure that has been proposed is midway. To provide guidance, and to give figures on which to base the proposals, the income and expenditure for the last two years was used. The figures for the forthcoming year will be different, so an allowance of 2% was added to the parish council's regular expenditure, at the Centre. Hopefully, this will be a close enough estimate. The income and expenditure will be reviewed on an annual basis and the expectation is that the percentage split will increase for HBPC next year. Monies will need to be put into the maintenance budget to cover any major repairs in the future. Additional clauses have been added regarding maintenance. The maintenance plan and approved contractors list have yet to be completed. WFCA have rebranded and are now trading as Invicta Community and Leisure. Cllr Blatherwick told members that there had been many hours of discussion and negotiation regarding the contract and it had not been easy, it has been going on for most of the year, not helped by the lockdown etc. She thanked Michele for her patience producing a variety of spreadsheets to try and get approval by both parties. The contract will have to go to the board at West Faversham. After detailed explanations regarding the changes that have been made, it was agreed to approve the proposed contract and recommend acceptance by full council.
24/20	Members reports. None

Meeting closed 8.45pm