

# HERNE & BROOMFIELD PARISH COUNCIL

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Minutes of the next meeting of Herne & Broomfield Parish Council Community Centre Committee held at Wootton Room, Herne Mill, on Tuesday 10<sup>th</sup> September 2013 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Davis, Cllr Day, Cllr Blatherwick, Cllr Robert Jones, Mabel Wright, Linda White and Alan Ratford.

- 12/13 Election of Chairman and Vice Chair.** Cllr Davis was re-elected as chairman. Cllr Robert Jones was re-elected as vice chairman.
- 13/13 Apologies for absence.** None
- 14/13 The minutes of the meeting held on 21<sup>st</sup> Feb 2013** were agreed as an accurate record.
- 14/13 Declarations of interests and requests for dispensations.** None
- 15/13 Matters Arising.** Cllr Davis reported that the potholes in St Martin's View had been filled in by the residents.

## Public adjournment

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

Name and address to be given

1 in attendance, no speakers.

- 16/13 To discuss the consultation responses.** The clerk had circulated the results of the consultation to all members, which included an excel spreadsheet with all the information collected from the questionnaires, one that had charts, kindly prepared by Linda White and a short version with just the basic figures. The outcome of the consultation was that design A had been chosen as the overall winner. This was a design produced by Judge architects on behalf of Epps the builders. The clerk was asked to inform all those who had put forward designs of the outcome of the consultation. She will also send the spreadsheets etc.
- 17/13 To discuss how the Community Centre project will be moved forward.** The clerk will contact Epps telling them that they have been chosen. A meeting will then be arranged with them and the committee to discuss the finer details as well as getting firm costs for the project. The clerk reported that she had made contact with CCC planning and had been informed that pre application advice would cost £420, this would enable a planning officer to visit the site and discuss the proposed development, hopefully offering suggestions and giving some positive feedback on the design. Cllr Blatherwick told members that a CDM co-ordinator would be required along with a Quantity Surveyor, she was not sure about a project manager this would need to be discussed with the developer. Epps were interested in partnership working and part share, this would mean that the parish council would share the risk if anything went wrong but this also allowed costs to be kept lower. If the parish council went down the partnership route then it would be easier to get local trades people involved and hopefully some work experience for youngsters. The parish council would have more involvement throughout the build. Cllr Davis told members that Strode Park residents would like to see the final choice of design to be able to comment on any access issues that they might spot.
- 18/13 To discuss the removal of slow worms following the ecological survey.** Cllr Davis told members that the result of the ecological survey showed that slow worms were present on the site. The maximum number found was 7. These would need to be relocated to a suitable site and it had been agreed that the Broomfield Community

Park would be suitable. Removal must be carried out by someone who is licensed to do this. This will need to be done early next year and the clerk will get quotes for doing this.

**19/13 To look at the income and expenditure for the hall to date.** The clerk told members that the income for the year to date was £4,828.11 a grant of £1,100 had also been received towards the cost of the topographical survey. The expenditure was £2,339.66 which included the hall manager's salary. Therefore the hall is showing a healthy profit for the first half of the year.

**20/13 To discuss hall signage.** Cllr Davis told members that hall hirers did not always know where the hall was situated. It was agreed the clerk would get a quote for a sign to go on the end of the hall saying Community Centre. This would be a white background with black lettering.

**21/13 Members' reports.** Cllr Robert Jones gave a report on the ACRK training workshop attended by himself and the clerk. The workshop focused on the governing document for halls which are held in trust. It was made clear that trustees should have good knowledge of the governing document and abide by it when making decisions.

There were discussions on the different types of trustees and what their role is. Trustees should know the clause which states who is the Custodian Trustee and they should identify the clause which states the make-up of the committee.

Dates for AGM's should be adhered to and a copy of the accounts should be presented at the AGM. Trustees can be appointed during the year from a new user group, they would be co-opted provided it doesn't take the amount of trustees over the set limit. They would then stand for election along with all the trustees at the AGM.

The Charity Commission will expect proper accounts and a reserve policy to be in place. It is recommended that all halls are covered by insurance; Trustees Indemnity Liability Ins, Fidelity Insurance and Public Liability. It is recommended that the Charity Commission be the Custodian Trustees as they have financial back up, if problems arise. All paper work would need to have the charity no.

There has been a new system introduced recently CIO which is an Incorporated Trust.

Folders were given out, a Trustee Welcome Pack, a model document Lease of Land and Trust Deed, and other information on the running of halls and how the trustees should act. Jenny Bradbury told those at the meeting that if a parish council had a representative who was a trustee, they were there for the good of the management of the hall and not as a representative of the parish council. To be a registered charity the turnover must be over £5,000.

Linda White said she would keep an eye on the car park to see who was regularly parking in there at school times.

Cllr Davis mentioned fund raising for the new hall, some ideas were put forward, Bingo, Race night and a Beetle Drive. The clerk will put this to the Environment & Leisure Committee at the next meeting.

**Meeting closed 8.40pm**