

# HERNE & BROOMFIELD PARISH COUNCIL

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Minutes of the meeting of Herne & Broomfield Parish Council Community Centre Committee be held at Herne Mill, Wootton Room, on Thursday 7 July 2011 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Davis, Cllr Day, Cllr Jones, Cllr Blatherwick

1. **Election of chairman**, Cllr Davis was elected as Chairman and Cllr Jones as Vice-chairman.
2. **To discuss advertising for someone to do hall bookings, give out keys and clean the hall etc.** Charges and ad hock bookings. Firstly Cllr Davis told members how pleased she was that the hall now belonged to the parish council and thanked the clerk for all her hard work. Cllr Davis told members that the position for a hall secretary needed to be advertised in the notice boards and on the web site; she would also put it in her column in the local paper. The clerk produced a suggested advert and after some minor alterations this was approved. The applications would be looked at by Cllr Davis, Jones and the clerk and then some would be chosen for interview. Once someone has been appointed the clerk will purchase the necessary cleaning equipment. They would also be required to keep a timesheet.  
Hiring fees were discussed and it was decided to keep them the same for current users. The clerk reported that she had spoken to the VAT office and there is an Option to tax the hall, this means that we opt in to paying VAT on bookings but we can claim all expenditure back. It was agreed that this was the better option and the clerk will deal with this. All existing users would have to pay VAT on their current bookings. For new users the charge would be £8.50ph for residents living in the parish and £10 if they are from outside. For bookings of 5hrs the charge would be £40. These prices will be reviewed later in the year.
3. **To discuss the immediate repairs required.** The clerk listed what needed repairing etc at the hall. New front doors, ramp for DDA compliance, hole in kitchen and kitchen equipment. External light needs PIR, clearing items not required, tidying garden, fixing emergency doors, new heater, drop down posts at entrance. Source new fold up tables, Cllr Jones suggested contacting EKS about tables, the clerk will follow up on this. Quotes would need to be obtained in order to apply for grant funding for the improvements. It was agreed that the initial work needed was new doors to front, ramp which is DDA approved, repairing fire doors, gutter clearance and removal of old flue pipe in kitchen, emergency lights and PIR for external light, new gas heater and drop down posts at entrance of car park. The clerk will source quotes for the work to be carried out in order to apply for a grant towards the cost. Cllr Day said he would carry out a fire safety risk assessment. The clerk will contact CCC to ask which licenses are required for the current hall uses. The clerk reported that she had contacted the utilities to change the details and suggested that perhaps the hall would be better with one supplier for both gas and electric. Cllr Davis will look at green energy. The clerk suggested that it would be

possible to install a disabled toilet, where the kitchen is at the moment and move the kitchen into the room at the rear.

4. **To discuss the public consultation.** The clerk suggested that initially a questionnaire could go in the next newsletter and that the person who collated the parish plan results could be asked to collate these. She was asked to get a price for this. Sue Davis will be asked to quote for helping with the consultation. The clerk pointed out that to get grant funding the consultation had to be right.

Meeting closed 9.15pm