

25 June 2019

Dear Councillor

A meeting of the Pye Green Community Centre will be held at 9:00 am on Tuesday 2 July 2019 in Meeting Room 1, Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP

You are invited to attend for consideration of the matters shown on the agenda

Yours sincerely



Peter Harrison
Town Council Manager/Clerk

To: Cllrs R Kingston (Chairman), K Downs, M Dunnett, G Jones and A Roden

All other Members of the Council for information

AGENDA

1. Apologies
2. Minutes – to note the minutes of the meeting held on 24 July 2018 (enclosed)
3. Review of Committee Terms of Reference – (enclosed)
4. Review of booking policy and rules for hire (including fees and charges)
A copy of the current policy and rules can be found on the Council website
<https://www.hednesford-tc.gov.uk/wp-content/uploads/2019/06/PyeGreenCommunityCentre.pdf>

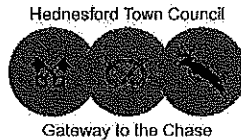
Paper copies of the booklet can also be obtained by contacting me

For ease the current fees and charges are enclosed

5. Bookings – For information on current bookings please refer to the calendar on the website

Peter Harrison JP BA (Hons) Town Council Manager/Clerk
Pye Green Community Centre Bradbury Lane Hednesford WS12 4EP
Email: peter.harrison@hednesford-tc.gov.uk
Web: www.hednesford-tc.gov.uk
Tel: 01543 424872

6. Repairs and Renewal Programme
7. Overview of Licences, Policies and Procedures
8. Exclusion of the Public
9. Staffing Matters
10. Date and Time of next meeting



PYE GREEN COMMUNITY CENTRE MANAGEMENT COMMITTEE

Pye Green Community Centre, Bradbury Lane, Hednesford
at 10.30am on Tuesday 24 July 2018

PRESENT:

Cllrs D Grice (Chairman), S Cartwright and A Pearson

In attendance: Mr P Harrison, Mrs L Bowman

1. Apologies

Apologies for absence were received from Cllrs M Davis and B Gamble

2. Minutes

The minutes of the meeting held on 21 February 2017 were approved as a correct record

3. Review of Booking Procedure Fees, Charges and Terms & Conditions of Hire

The Committee reviewed these matters and agreed that the terms and conditions of hire should be amended to:

indicate age limits for children's parties without a licensed bar

reflect payments on line and by credit/debit card

prohibit any naked flames including candles and smoke machines anywhere on the premises

require the forfeiture of any deposit in instances where liquor is consumed that has not been purchased from the bar

It was decided that fees and charges should remain unchanged

4. Building maintenance and Upgrades

Members of the Committee toured the building and agreed to investigate the cost of replacing certain floorcoverings and mirrors, obtaining hand dryers in the toilets and to consider painting the outside rendering and replacing damaged signage. Further remedial works would be carried out by the Caretaker to address leaks

5. Promotions Advertising and Future Bookings

A promotional advertisement had been placed in Chase Matters which was to be delivered to every household and no further publicity was being considered at the

present time

Bookings from regular hirers remained strong and consistent. Saturday (from noon) was now the only day when the Function Room was available for hire for private parties and although bookings were steady there remained availability

6. Regular Hirer's Issues

No issues had been raised by regular hirer's

7. Future of IT Suite

Although the IT facilities were little used it was agreed that they should remain open for use by the public. However, it was noted that if IT hardware and software was to be maintained in the future this would need to be upgraded

8. Review of Licensing and Bar Arrangements

It was noted that all licences were up to date and the arrangements with the bar contractor had been working well

9. Implementation of GDPR

The Council had agreed new policies relating to data protection and all hirers had been notified and their permission sought where their personal details were to be processed

10. Fire Safety Course

Arrangements had been made for all employees to attend an awareness course on 6 August 2018

11. Exclusion of the Public

It was agreed that the public be excluded from the meeting due to the confidential nature of the business to be transacted

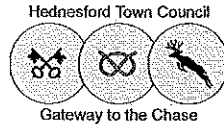
12. Staffing Arrangements

It was noted that there had been a change of personnel providing caretaking at weekends. However, ensuring that there was cover for opening and closing the Community Centre remained problematic

The Meeting ended at noon

Signed:

Dated:



Community Centre Management Committee

Terms of Reference

1. Constitution & Attendance at Meetings

The Committee will have seven members who will be entitled to speak and vote at meetings subject to the rules regarding the Code of Conduct for elected members

The Chairman and Vice-Chairman will be appointed by the Council at the Annual Meeting

The Committee will agree a calendar of meetings. The Chairman in consultation with the Town Council Manager/Clerk is authorised to amend the calendar if necessary

The Committee may appoint co-opted members who are representatives of users of the Community Centre. Co-opted members will have no voting rights

3. Purpose

To be responsible for the day to day management of the Community Hall including:

- Reviewing the booking policy and rules for hire (including fees and charges)
- Monitoring the caretaking and staffing arrangements
- Monitoring usage and promoting use of the facility
- Considering energy saving initiatives
- Ensuring that the Centre and grounds are maintained to a high standard
- Recommending a rolling programme of maintenance and equipment/furniture replacement
- Ensuring that the Centre has any necessary licences and that Health and Safety legislation and any other relevant regulations are observed

No item not including on the agenda for a meeting may be discussed unless the Chairman agrees that it is of an urgent nature. The minutes of the meeting must record the reason for the urgency

Note: In cases of urgency the Town Council Manager/Clerk in consultation with the Chairman of the Committee will take any necessary action to ensure the smooth operation and functioning of the Centre and any such action will be reported to the next meeting of the Committee

4. Reporting

The Committee will report to the Council

5. Quorum

3 members of the Committee shall constitute a quorum of the Committee. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and the business not transacted shall be transacted at the next meeting or on such other day as the Chairman in consultation with the Town Manager/Clerk may fix

6. Review

These terms of reference are to be reviewed at each Annual Council Meeting or at such other time as the Council may determine

Hire Fees Schedule

Function Room Mon - Friday

09:00-12:00
Per hour
£12.00

12:00-17:00
Per hour
£14.00

17:00-00:00
Per hour
£16.00

09:00-00:00
Day Rate
On Request

Regular Hirers of 12 consecutive weeks or more will receive a 20% discount on their room hire fee.

We must receive 10 days notice of a change to a booking, in snow conditions when this is not possible 50% of the hall hire fee will be refundable only as the centre will still be made available.

Sat - Sun

09:00-12:00
Per hour
£14.00

12:00-17:00
Per hour
£16.00

17:00-00:00
Per hour
£18.00

14:00-00:00
Day Rate
£130.00

Public Holidays

£21.00

£24.00

£27.00

Private Parties with Bar, available from 2pm-Midnight, Payment must be made in full at the time of Booking £130.00 this price includes the use of Air Conditioning. At time of booking a separate £80 deposit is payable, to cover the cost of damages etc, this will be refunded in full on the next working day or as soon as possible following the party subject to the hirer abiding by the Terms & Conditions of Hire

Payment - must be made in full before any Hire may commence, should a booking be cancelled a £40 administration will be deducted from the refunded hire. Where the hirer is entitled to a discount the full hire fee must be paid at the time of booking and will only be refundable in all or in part in accordance with the Conditions of Hire.

Meeting Room 1

Includes access to a small kitchen for making refreshments
Payment must be made in full at the time of booking

Mon - Friday

09:00-17:00
Per hour
£13.20

17:00-21:00
Per hour
£15.40

Sat - Sunday

£15.40

Meeting Room 2

Includes access to a small kitchen for making refreshments
Payment must be made in full at time of booking

Mon - Friday

09:00-17:00
Per hour
£11.00

17:00-21:00
Per hour
£13.20

Sat - Sunday

£13.20

IT Suite / Meeting Room

Payment must be made in full at time of booking

Mon - Friday

09:00-17:00
Per hour
£10.00

17:00-21:00
Per hour
£12.00

Sat - Sunday

£12.00

Exhibition Space

All Regular Users may advertise, upto A3 size, free of charge

Supplementary Services

Main Hall

Setting Up Room - Tables/Chairs
Clearing Room - Tables/Chairs this does not include the removal of any food debris

£20.00
£30.00

Air Conditioning
One Off Booking
Regular Hirer

£25.00
£3 #

* Breakages at cost, this may be taken out of the £80 deposit

Meeting Rooms

Setting Up Room
Clearing Room

£12.50
£12.50

Refreshments

Fully Licensed Bar included in room hire fee
Full list of bar prices available on request

Other

Printing b/w
Hire of Mobile or fixed Projection Equipment

£0.05 per copy
£10 up to 2 hrs
£2.50 #
Free

WiFi

per hour or part thereof