



**Hednesford Town Council**  
**Pye Green Community Centre Committee Meeting**

**Monday 10<sup>th</sup> October 2022, 7PM**

To be held at Pye Green Community Centre, Bradbury Lane, Hednesford  
The public are invited to attend the meeting in person.  
The meeting will live stream on the Council Facebook page

**1. Public Participation**

**2. Apologies**

**3. Declarations of Interest**

**4. Minutes**

To review and approve the minutes of the PGCC Committee meeting held on 13<sup>th</sup> June 2022

**5. Motion from Cllr Harrison to propose the creation of a new Historical Items Register**

Previously agenda item 14 – Cllr Harrison requested to bring this item agenda forward so that Community Officer was able to leave due to already working above the contracted hours

It is a motion that has been rolled a few times before. Important, from an insurance point of view, to create new and separate historical items register for Hednesford Town Council. Hednesford Town Council have some notable items in their possession, and it is important to log which ones are owed, loaned and to ascertain ownership. This will require some time from officers and volunteers to complete

Matthew Johnson, using his previous museum knowledge, set out how the register will be set up. Establishing title of ownership paperwork and linking in with Cannock Chase museum as well as utilising volunteers in line with the proposed development of a volunteer register

Cllr Mawle enquired how long this process if likely to take and was advised by Matthew Johnson that it is likely to take between 4-6 months to complete

Cllr Harborow stated that it is important to showcase the community and for residents to share their pride and stories asked if Councillors can be involved in the process

Matthew Johnson advised that such help would be welcome, and that training would be provided to those supporting the development of historical items register and the safe display and storage of items and explains how it links into the proposed heritage event (agenda item 6)

Proposed: Cllr Mawle  
Seconded: Cllr Harrison  
For: 4  
Against: 0

Agreed to start to progress the register and for it to then go to full council to be ratified later

6. **“Historic Hednesford” - Proposal from Officer Matthew Johnson and Cllr Laura Harrison**

Previously agenda item 15 – Cllr Harrison requested to bring this item agenda forward so that Community Officer was able to leave due to already working above the contracted hours

A proposal was heard to organise and hold an event highlighting historic items held by the Council with contributions (to the event) from the Community with local groups/organisations invited

Proposed for Sunday 22<sup>nd</sup> January 2023

Free event

To be run in partnership with local historical groups, Cannock Chase Museum, and other partner organisations

Build links with heritage groups, local schools and to start and create bonds within the community giving Pye Green a sense of place, identity, and inspiration

A discussion followed around potential impact on income revenue as the rooms would be unable to be hired on the proposed date of the event but that in the long run the event would give some ownership back to the community which could lead to increased use of PGCC

Contacts and information were shared about local authors who would be a good source of information for the event

Proposed: Cllr Harrison  
Seconded: Cllr Harborow  
For: 4  
Against: 0

It was agreed that planning for the event can start at once

7:20pm – Community Officer Matthew Johnson left the meeting

## **7. Motion from Chair Cllr Harrison**

PGCC committee formally accepted onto record the E.I.C.R (Electrical Installation Condition Report) by Lindale Building Services to take to full council in November

Proposed: Cllr Harrison

Seconded: Cllr Mawle

For: 4

Against: 0

Further reports still required:

7:25pm Daniel from NC Contract Services joined the meeting

Cllr Harrison explained that 3 quotes were obtained for the remedial work that needs to be completed following the E.I.C.R report. NC contract being one of the company's who quoted. NC quote is substantially higher than the other 2 quotes and Daniel was in attendance to explain the reasons why and to also provide a clear overview of the works that need to be done

A lengthy, technical discussion took place about the different elements of the work that needs to be done and of whether any potential repercussions existed

7:50pm Daniel left the meeting

## **8. Motion from Chair Cllr Harrison**

Cllr Harrison invited the PGCC committee to review the x3 quotes received for the remedial work required by the EICR

Quotes from RS Electrical and Lindale's are an on-par quote wise. RS Electrical and Lindale's quote does not include replacing the distribution board. The quote from NC Electrical does which equates for the large price difference in the quotes

A lengthy discussion took place about the different quotes and priority works and it was agreed that the Cllrs cannot vote on what they don't understand and when there is such a huge variation on cost

It was agreed to ask RS Electrical and Lindale to upgrade their quote to include the replacement of the distribution board to give opportunity for a more realistic like for like quote. The updated quotes will be circulated to PGCC committee members by

email and then to agree via email which quote want to take forward to next council meeting in November

All works will need to be completed when the centre is closed and in conjunction with Western Power

**9. Half year profit and loss update PGCC**

Previously agenda item 5

Updated provided by Cllr Jones with information provided by interim RFO:

Bottom line up by £1.9k – this is down to staff vacancies

Meeting Room hire is 22% under budget

Function Room – slightly under budget

Regular hirers - £1.7k per month – July to August

Estimated need a total £2k per month to meet budget

Party hire doing well and meeting the current gap

Uncertainty about future usage costs of electricity. PGCC is already falling behind with these costs and have not yet entered the high usage part of the year. No increase was factored into the precept for increase in electrical costs

The above does not include any of the maintenance, remedial works required at PGCC or the required items that were passed in council on 04<sup>th</sup> October 2022

Cllr Harrison informed that she does not want the last few months of the current council to be just about bringing in an income to PGCC, whilst this will remain a priority it is also important to move ahead with community events, community engagement and maintenance. PGCC are also being asked to predict figures for the precept but that given the current economic climate that this is very difficult to do so with any form of accuracy. Prices are going to have to increase to meet additional costs.

Cllr Harrison stated her prime concern is where the loan for the building is sitting. Cllr Harrison informed that the loan is a council loan and would remain with the council should the building no longer be overseen by HTC. The loan is £8,715 of costs on profit and loss over last 6 months and should be placed in its own separate set of accounts and not held against PGCC. Cllr Harrison informs that this should not be sitting against PGCC costs but instead against council costs and that PGCC should not be accountable for this cost.

Cllr Harrison raised a concern about there being no clear set of accounts for what the council pays for the use of the building (PGCC). When Cllr Harrison queried this with Cllr Jones, she was informed that it is 10% of costs. Cllr Harrison further queried the breakdown of this whilst Cllr Jones had informed that this is more than generous

A lengthy discussion followed about focus and goals to be achieved before May 2023, the feeling that HTC and PGCC are the same thing and moving budgets around still equals the same and the bottom line is still the same

Cllr Harborow stated that the notion of HTC and PGCC being the same thing did not sit well with him. Figures show that there is an annual loan repayment of £17,432 that is being placed against PGCC deficit. Cllr Harborow wants it determined whether the loan was taken out for the extension of PGCC and is part of everything or for the creation of office space for HTC

Cllr Harborow stated that he does not believe that the loan is part of PGCC and that the last administration took the loan out to build council offices and that the current administration is using the offices with no charge

Cllr Harborow further stated that it needs clarifying if HTC and PGCC are the same things or whether HTC is separate to PGCC. Cllr Harborow stated expecting PGCC to cover the cost of the loan is not right

Cllr Dunnett informed that her understanding has always been that HTC and PGCC are the same thing and that no one knows the intentions of the previous administration

Cllr Harrison said her point raising this is to get it on record and if the loan was taken out of PGCC finances then things would be in a much healthier position

Cllr Mawle informed he sees the whole thing as a community centre, enhancement benefits the centre as a whole and that the PGCC is the only area that can make an income

Cllr Harborow feels strongly that the loan should be in a cost centre of its own

A discussion followed about how to know what indications to give for the setting of the precept and it was agreed that it can only be a predication

A verbal update on room hires and bookings was given by Lindsey Smith, Chief Officer. Enquiries seem to be consistent and this is largely in part to the reduced rate. Having a lower rate is still enabling bookings to be made and having some income is preferable to having none. Bookings are meeting room 1, 2 and 3 are starting to pick up, albeit slowly

Cllr Mawle said the current pricing structure is not sustainable long term

## **10. Building Survey Report Status Update**

Previously agenda item 6

Cllr Harrison informed that asbestos survey and fire risk assessment still needs to be completed and that a schedule of works, in conjunction with contractors, needs to be a priority. PGCC caretaker can complete some of the works reducing overall costs between £4-5k

## **11. Electrical improvements/alterations to PGCC**

Previously agenda item 9

Cllr Harrison has asked for quotes for conversion to LED lighting (awaiting quote), removal of meeting rooms from automatic lighting (£557) for cutting costs and safety reasons. Alteration to noise restrictor system in function room to prevent cut-out of all power to PGCC in the event of excess noise (follow up item from previous Meeting) and that there is a process in place should this happen as well as for the addition of hand dryers (this item will also provide an update on “Drain Insurance Claim”). Lots of paper towels are being flushed down the toilets and backing up and already susceptible sewage pipe

## **12. Motion from Chair Cllr Harrison**

Previously agenda item 10

Cllr Harrison raised the need for repair work to the PGCC bar cooling system. The system was recently described, during a recent repair to the system, as “in poor condition and not installed to a proper standard”. Further investigation has revealed the system to be 20 years old. Work is recommended and required to replace the system with new indoor and outdoor units. x3 quotes have been obtained to carry out the necessary work. Cllr Harrison asked the Committee to review the x3 quotes and recommend x1 for moving forward to Full Council for approval

MOP (licensee for PGCC) informed that a repair has been made to the system, but it has not been used since to know if it has corrected the issue

Decision was made to test the system and to wait and see. It is acknowledged that it needs replacing at some point but to defer and roll the motion over into November 22. PGCC committee to ask council for permission that if the system does fail that PGCC Committee has authorisation to replace straight away

## **13. PGCC Marketing Plan and revenue ideas**

Previously agenda item 11

Cllr Harrison informed committee are being asked to put together a marketing plan and Cllr Harrison informs that realistically this needs to be marketing without a budget. A discussion followed about how this can be achieved. Update on Community Event on 29<sup>th</sup> November was provided and to utilise officers' knowledge and expertise. Potential to create a separate website and to make centre more visible to community, businesses, and other local organisations with a live calendar to check availability.

Cllr Harrison requested establishing a marketing committee to develop marketing plan

#### **14. PGCC Hire Agreement**

Previously agenda item 12

Cllr Harrison raised the need to review the agreement to add missing information or update existing wording to booking forms

Cllr Mawle requested if the suggestions can be circulated in an email for agreement

#### **15. PGCC Hire Report Form – Mayor Mawle & Chair Cllr Harrison**

Previously agenda item 13

Cllr Harrison requested the need for a hire report form. Have been incidents where hirers hand over to other hirers or hirers leave the premises before caretaker has arrived to check and lock up. Need to ensure that there is a check list in place so hirers can be held accountable for any damage or other issue which could affect return of deposit

Cllr Harrison and Lindsey Smith will work together to pull this together and to ensure that it is a workable item

#### **16. Community Groups Room use & events**

Previously agenda item 16

Cllr Harrison noted thanks to Cllr Mawle for the motion passed at council meeting to enable meeting room 3 to be used free of charge for local community, charitable and voluntary groups

Cllr Harrison is already liaising with CAB for them to return to the centre and there is also potential for a beat surgery with local police officers to take place and sought permission from Cllr Mawle to work with Matthew Johnson – Community Officer – on reaching out to community groups

Discussion was held about the need for clarification and clear guidelines/policy on the free use of the room together with guidelines for users. It was agreed that Cllr Harrison, Cllr Mawle and Cllr Jones would investigate this and then consult with officers who have expertise in this area

**17. PGCC Development ideas**

This item agenda will be re-visited at a later meeting

**18. Date of next meeting**

14<sup>th</sup> November 2022

Meeting closed at 940pm