



Hednesford Town Council
Pye Green Community Centre Committee Meeting

Monday 14th November 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 members of the public were in attendance

2. Apologies

Apologies received from Cllr Cartwright

3. Declarations of Interest

Declaration noted by Cllr Harborow with regards to item 8 and the building

4. Minutes

The minutes of the previous PGCC Committee Meeting on 10th October 2022 were reviewed and approved

Proposed: Cllr Harborow

Seconded: Cllr Mawle

For: 4

Against: 0

5. Chair's Update

- I. Historic Hednesford Event – Cllr Harrison informed that the publicity for the event had gone out over social media on the afternoon of 14th November 2022. Free event Sunday 22nd January from 11am to 3pm. CHAPS have confirmed to attend the event and to do a talk. Liaising with Community Officer to run a talk every half an hour throughout the day
- II. Historical Items Register – Volunteer policy needs to be in place in order to progress this register. Cllr Alan Pearson will be meeting with Cllr Harrison and HTC Community Officer to go over the details for the items already held in HTC/PGCC

- III. Community Engagement Event – being run by CCDC at PGCC on Friday 25th November 2022. 11am to 3pm. Focused on cost-of-living challenges. Cllr Harrison gave a quick run through of list of attendees

6. PGCC Marketing

Cllr Harrison informed that the Committee has been asked by full council to pull together a marketing plan for PGCC. As far as Cllr Harrison is aware there is not a budget currently available for PGCC marketing and is also conscious of limitations on Officer time to progress this. Several ideas for promotion were mentioned but most incur a significant cost/spend – radio adverts, bus advertising. Cllr Harrison doesn't want to over advertise and then not to be able to accommodate bookings

Chief Officer gave a brief update on the current PGCC bookings and current availability

Cllr Harrison stated that the current economic climate has a knock-on effect on bookings

Cllr Harrison informed that Cllr Mawle has a contact who may be able to produce a promotional video for the centre as well as a potential lead for the running of some event within PGCC

Cllr Harrison informed that the event in January 2023 will also be a good way of promoting the facilities at the centre

Cllr Mawle stated that there is a finite amount of time until the change of administration on May 2023 and that it would be advisable to work with free word of mouth and social media element of promotion for the time being while setting out a budget for the new financial year for the new administration to take forward

Cllr Harborow concurred with Cllr Mawle and advised that the committee reports to full council that due to having very little or no budget that the promotion continues as it is for the time being. Getting people through the door is the best promotion that there is

Cllr Harrison informed that she is hopeful that promotion for the Heritage event will be key in bringing people into the centre and advised on associated costs for the flyers and banners for this event

Cllr Dunnett asked if the Heritage event could be promoted at the CCDC Community f on 25th November if the flyers were available in time

Cllr Harrison enquired with Cllr Jones (who was attending as MOP) is he was aware of any budget available to PGCC. Cllr Jones informed that he could not see a specific budget but that there was no reason why the committee could not ask for the spend

Cllr Mawle stated that he thought that there a was small marketing budget and some had been used for the banners for the weekend promotion and any request for spend would have to go to full council. Cllr Mawle queried the potential spend for banners and if they were worth it

A conversation followed over whether the budget for the promotional materials could come from underspend from other funding streams. Cllr Harrison asked the committee members that if funding from other streams can be found are they happy to support the decision to proceed with the printing of the flyers. Cllr Mawle, Cllr Harborow and Cllr Dunnett agreed with the spend

Cllr Harrison mentioned the notion of a standalone webpage for PGCC and was it worth using resources for this purpose and setting up a page that can take some of the administration away from Officers. Cllr Mawle informed that there is not the time or the money to make this a priority. The Chief Officer briefed the committee on the booking element of Scribe and that this could be a potential solution to reduce some of the admin on officers by embedding it in the HTC webpage. The Chief Officer further updated of some amendments/improvement that have been made to the HTC webpage, and whilst not totally ideal does meet some of the needs and requirements of what would be preferred in a standalone webpage

Cllr Harborow enquired how much time would the booking system potentially save Officers and Cllr Mawle informed that any motion would need to come from the Chief Officer to full council if it was felt that this was a feasible option

Cllr Dunnett felt it is still important to have PGCC as part of HTC. The Chief Officer informed that PGCC can still have its own identity but still sit under the umbrella of HTC

7. Community Groups Room use

Cllr Harrison enquired about the progress of the guidelines for the free use of the meeting room 2. Cllr Mawle informed that he had had a very brief and short discussion with Cllr Jones who provided some guidelines that had been passed to the Chief Officer

The Chief Officer informed that Officers have not had the capacity to manage the roll out of the free use of the room and that many groups are still not aware of the option,

but with the setting up of the SLA with CAB who are returning to the PGCC there will be a structure in place that can be utilized for other eligible groups

Cllr Harrison updated on the return of Citizen's Advice Bureau every Wednesday from 930am to 1230pm as a free, confidential drop in service

8. Building Survey remedials status

Cllr Harrison presented the report from a local contractor regarding the issues with the roof at PGCC. Figures are vastly different from initial building survey. Local contractor has quoted for what exactly needs doing now and necessary improvements rather than the full recommendations as listed in the building survey report. This explains the huge differences in costings

Repairs to IT room internal ceiling is being covered by the insurance claim

Cllr Harrison would like to be able to take quote to full council in December for approval and requested some support in sourcing a 3rd quote. Cllr Harborow informed that he will do this

A discussion followed around the issue on the roof is a need to improve the drainage system to take the water away rather than a complete re-roofing at this time and a need to ensure that all quotes are like for like. A further conversation followed about engaging a maintenance company and turning the condition report into a schedule in order of need/priority and to manage and factor in costs

Cllr Harrison to speak to R Ward to see if he would be able to turn the condition report into a schedule and gain associated costs

9. PGCC Hirers Form (Cllr Harrison & Chief Officer Lindsey Smith)

Cllr Harrison informed that it was felt important to have a hirers handover form as there have been incidents of hirers handing over to hirers and that PGCC need to keep track of any issues that may arise. It will also enable PGCC to ascertain liability for any damage that may occur as well as protecting hirers and to ensure quality of provision

A conversation followed about the reason for the development of the form to improve processes together with a requirement going forwards for hirers to have to sign the form prior to the deposit for the room hire being returned

Cllr Harrison confirms that this does not need to go to full council and is an operational decision. Cllr Mawle concurred and advised for it to be passed back to the Chief Officer to action

10. Operational PGCC Literature (Chief Officer Lindsey Smith)

Chief Officer outlined the need for an operational manual for PGCC and that this process has commenced. Encouraged any Cllrs who may have knowledge about the centre to share this with Chief Officer so that the information can be collated

11. Motion from Chair Cllr Harrison

Cllr Harrison explained her rationale and requested to take the quote from TNA forward to full council for approval

Proposed: Cllr Harrison

Seconded: Cllr Mawle

For: 4

Against: 0

12. PGCC Hire Agreement (Cllr Harrison and Chief Officer Lindsey Smith)

Cllr Harrison proposed to reword the hire agreement to allow the Jubilee promotion cost of £195.00 for the function room evening hire to continue to run until the end of the current council administration

A discussion followed about continuing with the reduced rate but that the committee needs to ensure that a profit is still being made whilst still being affordable and accessible to the community

Cllr Mawle informed that the committee needs to look at profitability before it goes to full council so that council are informed to make a decision

A conversation was held about how to work out costs/profitability and it was agreed that Cllr Harrison and Chief Officer will have an initial look at pulling this information together in time for council on 6th December

Cllr Mawle added that as it is commercial business that it will need to be held in private business at council

Proposed: Cllr Harrison

Seconded: Cllr Mawle

For: 4

Against: 0

Review work is required on the agreement to add missing information or update existing wording to the hire agreement. Committee asked to pass this to the Chief Officer to review wording and to share for agreement via email

13. Date of next meeting

Cllr Harrison informed that the next meeting is scheduled for 12th December but as this falls after Council asked if Committee were happy to take some time back and next meet on 9th January 2023. All agreed

Open meeting concluded 830pm

Private Business

14. PGCC Staffing discussion (Cllr Harrison & Chief Officer Lindsey Smith)