



## **Pye Green Community Centre Committee Meeting**

**Thursday 21<sup>st</sup> November 2023 at 7pm**

**Meeting held at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP**

### **Present:**

Cllr Paul Jones (Deputy Chair)  
Cllr Sheila Cartwright  
Cllr Annette Walker  
Cllr D Cartwright

### **In attendance from Hednesford Town Council:**

Lindsey Smith - Chief Officer  
Cheryl Kinsella – Finance Officer

### **Members of the Public:**

There was 3 members of the public present

### **1. Public Participation**

No points were raised under public participation

### **2. Apologies:**

Cllr L Harrison  
Cllr A Pearson

### **3. Declaration of Interest**

No declarations of interest were declared

### **4. Previous Minutes**

Previous minutes from the PGCC Committee meeting held on 19<sup>th</sup> September 2023 were accepted to record. No vote could be taken due to Cllr Walker and Cllr D Cartwright not being present at 19<sup>th</sup> September meeting and Committee not being quorate to vote with 2 members

## **5. Operational Update**

### a. Booking Review

Chief Officer provided an overview of current room hire bookings. It was noted that Cllrs have noticed the increase footfall into the centre

Cllr S Cartwright queried why the room was available FOC to some groups and Cllr A Walker enquired if this extra capacity can be accommodated

Chief Officer explained the offer of free room use to certain groups and advised that often in return services are provided free of charge

Cllr P Jones raised some questions on behalf of Cllr Harrison in her absence:

#### Why is HTC not paying peppercorn rent to PGCC?

Chief Office and Finance Officer explained that HTC do pay towards costs for use of the HTC office back to PGCC each year and that HTC do not own PGCC. HTC pay a peppercorn rent to CCDC

Cllrs present agreed that asking HTC to pay PGCC a peppercorn rent was akin to paying yourself to go to work

#### What are Officers going to do about the income deficit gap?

Chief Officer and Finance Officer were unclear that was actually being asked. It was explained that income is projected to exceed target this year and a discussion followed regarding this

#### **Action: Chief Officer and Finance Officer to seek clarification from Cllr L Harrison**

- b. Maintenance
- c. External Drain
- d. Heating

Overview was provided by Chief Officer and Finance Officer of maintenance and issues that need addressing at PGCC from a list provided by the Facilities Caretaker. Finance Officer informed that a lot of the works needed to the community centre are outside of the allocated budget

Updated on issue with external drain being blocked and a company was needed to be called in to rectify. The drainage was not updated when the community centre was extended, and capacity is not always sufficient with centre use

Fault is showing on the heating system. Previous company who were called in last year have advised on costs and parts to be replaced but have only offered 3 month warranty. Second opinion is being sought before any further action is taken

Cllrs enquired as to why Officers are not always aware of contractors and dates when maintenance is due. Chief Officer informed that no such file existed or was made available at handover. One is being put together and issues are dealt with as and when they arise. Going forwards there will be a maintenance file accessible to all Officers.

e. Motion for approval of quote for legionella check

Only one company out of three contacted has responded. Quote is to check quality of water at PGCC and air conditioning

Proposed: Cllr A Walker

Second: Cllr P Jones

Agreed: Cllr P Jones, Cllr A Walker, Cllr D Cartwright, Cllr S Cartwright

**Action: Approval for water check to be scheduled**

f. Motion to approve quote for automatic door servicing

Finance Officer explained that the decision was made to go ahead prior to the committee meeting and service the automatic doors following issues with the internal automatic door not opening and needing to comply with regulations. Several parts need to be replaced/serviced to make these fully compliant and to prevent malfunction

## **6. RFO Update – previously agenda item 8**

Due to Cllr D Cartwright needing to leave the meeting at 8pm the RFO update was moved to agenda item 6

- a. PGCC Finance Overview
- b. Budget/Precept 2024/2025 requirements

Finance Officer presented PGCC forecast and proposed budget for 2024/2025 and explained costings. Informed that PGCC called for £35,000 for 2022/2023 and that the amount of allocated Officer time for 2022/2023 to PGCC was not sufficient and needed a bigger forecast. Following analysis PGCC takes £45,000 of Officer time

Further discussions took place about the electric budget as current contract runs out November 2024, the loan repayment and how underspend can be utilised in the 2024/2025 budget

Cllr A Walker asked why HTC are expected to run and maintain if the building is owned by CCDC. Chief Officer explained that the lease that was signed is a full repairing lease

Cllr A Walker asked if the Chief Officer and Finance Officer are confident if the proposed PGCC budget is sufficient

c. Risk Assessment

Finance Officer advised that this is still ongoing

Cllr P Jones offered support if required

**805pm – Cllr D Cartwright left the meeting**

**7. Update from Community Officer – previously agenda item 6**

Chief Officer provided an update on behalf of the Community Officer

Hub @Pye Green is going well and shared positive feedback from attendees. Looking into external funding to continue running long term

Wellbeing Walk is also still very well attended

Both will have a Christmas theme for their last sessions prior to Christmas

History Hunters are attending PGCC on 28<sup>th</sup> November from 11am to 1230pm

**8. Christmas Event – previously agenda item 7**

Cllr P Jones confirmed that the proposed Christmas Event at PGCC for 16<sup>th</sup> December has been cancelled

**9. PGCC Marketing Plan**

Agenda item suggested by Cllr L Harrison in her absence.

Committee unclear on what was being asked

**ACTION: Committee to seek clarification from Cllr L Harrison**

**10. Community Events at PGCC**

It was confirmed that DBS checks need to be in place before Officers and Cllrs can supervise at events

Cllr P Jones advised that if Cllrs want events at PGCC then Cllrs need to seek/agree funding, arrange, and run

Proposed events need to go to full council to be debated and voted upon

A discussion was held that community events need to also go via Regeneration and Community Committee

Only once events have been voted upon to go ahead by full council will they then be passed to Officers

### **11. Local Action Plan**

Committee were informed that the vision had already been agreed by full council and can no longer be amended. Any motion cannot be brought until 6 months have elapsed since the vote was taken

Chief Officer informed that the Council is rudderless without any strategic direction and that a Local Action Plan serves as the Council's manifesto for its administration, sets out what the Council's intentions are and holds the Council accountable to the community

Chief Officer reminded committee of the vision and explained the 4 areas of priority. Once the 4 areas of priority have been agreed then Officers and Committees will agree how these priorities are to be met before the draft goes back to full council for approval

The committee was asked if they support the draft priorities before they are taken to full council on 6<sup>th</sup> December 2023

Proposed: Cllr A Walker

Second: Cllr P Jones

Agree: Cllr P Jones, Cllr A Walker, Cllr S Cartwright

**Action: PGCC Committee support draft local action plan priorities**

### **12. Date of next meeting**

Tuesday 16<sup>th</sup> January 2024 at 7pm at Pye Green Community Centre

Meeting closed at 8:35pm

Signed (Chair of PGCC Committee):

Date: