



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

**Tuesday 19<sup>th</sup> March 2023 at 7pm**

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

### **Present:**

Cllr Laura Harrison (Chair)  
Cllr Paul Jones (Deputy Chair)  
Cllr Sheila Cartwright  
Cllr Alan Pearson  
Cllr Ron Turville  
Cllr Debbie Cartwright

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

Lindsey Smith - Chief Officer

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

There was 1 member of the public present

#### **1. Apologies:**

No Apologies

#### **2. Declaration of Interest**

Cllr D Cartwright declared an interest in agenda item 7

#### **3. Previous Minutes**

Previous minutes from the PGCC Committee meeting held on 16<sup>th</sup> January 2024 were resolved.

Proposed: Cllr A Pearson

Second: Cllr P Jones

Agreed: Cllr L Harrison, Cllr P Jones, Cllr A Pearson, Cllr S Cartwright

Abstain: Cllr R Turville, Cllr D Cartwright

#### **4. Public Participation**

No issues raised from member of the public

## **5. Operational/Maintenance Update**

- a. Booking Review – Chief Officer gave an update on the latest bookings at the community centre

Conversation about the marketing plan followed and a discussion which concluded in putting the marketing plan on hold until further notice

- b. Review of terms and conditions - Chief Officer requested agreement from committee to prevent food being consumed in MR1 due to spillage and damage to furniture and to be able to increase penalty charges for failure to comply with terms and conditions for vacating premises at the specified times

Proposed: Cllr L Harrison

Second: Cllr P Jones

Agreed: Cllr L Harrison, Cllr P Jones, Cllr A Pearson, Cllr S Cartwright, Cllr R Turville, Cllr D Cartwright

**Action: Officers to amend terms and conditions of hire to include no food to be consumed in MR1 and to double rate of penalty notice or increase penalty to cover additional costs for Facilities Officer – whichever is needed to ensure all additional costs are covered**

- c. Advertising on railings - decision to be made about hirers placing advertising on the front railings of PGCC. Alternative options to be offered to hirers including advertising on the day only. Display screen and via HTC/PGCC social media channels

Proposed: Cllr R Turville

Second: Cllr A Pearson

Agreed: : Cllr L Harrison, Cllr P Jones, Cllr A Pearson, Cllr S Cartwright, Cllr R Turville, Cllr D Cartwright

**Action: All advertising to be removed with immediate effect and details of alternatives provided to hirers**

- d. Foyer/Entrance Area Roof – discussion regarding ongoing issues with leaking roof at PGCC and desire to get the job done properly instead of constant patching. Roof was never done correctly in first instance. Possible solutions discussed.

**Action: To gain report and quote from a new contractor for both remedial works and suggested longer term solution**

Propose: Cllr R Turville

Second: Cllr L Harrison

Agreed: : Cllr L Harrison, Cllr P Jones, Cllr A Pearson, Cllr S Cartwright, Cllr R Turville, Cllr D Cartwright

- e. Centre waste disposal and recycling – confirmation provided to committee on previous query that no charges will be made if new contractor fails to show for collection

Proposed: Cllr L Harrison

Second: Cllr A Pearson

Agreed: Cllr L Harrison, Cllr P Jones, Cllr A Pearson, Cllr S Cartwright, Cllr R Turville, Cllr D Cartwright

**Action: RFO to proceed with signing new contract with Veolia**

- f. Storage Lock Up – Update provided that the organisation of the storage lock ups will take place when the weather improves

**Action: Officers inform hirers of change of storage unit to establish and action ground rules for use of storage unit by hirers**

- g. Heating – Update provided that scheduled works are due to commence on 22<sup>nd</sup> May 2024 and last for 3 weeks. Officers will liaise with any hirers who may be potentially impacted by the works

- h. Electrical Vehicle Charging Points – to revisit in 6 months' time

Proposed: Cllr L Harrison

Second: Cllr P Jones

Agreed: : Cllr L Harrison, Cllr P Jones, Cllr A Pearson, Cllr S Cartwright, Cllr R Turville, Cllr D Cartwright

**Action: to bring back to committee in September 2024**

- i. Conversion of analogue line for alarm panel – Update provided that works are to be carried out on 21<sup>st</sup> March 2024 following resolution at full council

- j. Panic Button – Cllr P Jones raised concerns about lone working for Officers in particular weekend and evening facilities staff. A long discussion was held on possible solutions

**Action: Officers to ascertain if the alarm line has Redcare enabled/functionality and to take the update to Finance, Operations and Personnel Committee for further discussion and actions**

- k. Replacement of Reception Shutter – Update provided to Committee as to progress following resolution at full council on 13<sup>th</sup> March 2024

- I. Repair to Memorial Bench - Update provided that the Memorial Bench has been repaired and culprit is paying for costs

## **7. Finance Update**

- a. PGCC Financial Update – Update provided on PGCC budgeted spend to date
- b. Risk Assessment Update – Updated that it is a live document and will continue to evolve and adapt and request for committee to agree the document. Request for lone working to be included. Issue of disabled parking bays not being of the correct size was also raised and to be noted as a discussion for next agenda

Propose: Cllr A Pearson

Second: Cllr P Jones

Agreed: Cllr L Harrison, Cllr P Jones, Cllr A Pearson, Cllr S Cartwright, Cllr R Turville, Cllr D Cartwright

### **Action: PGCC Risk Assessment agreed and adopted**

828pm – Cllr L Harrison requested to suspend the standing orders

Propose: Cllr L Harrison

Second: Cllr P Jones

Cllr L Harrison, Cllr P Jones, Cllr A Pearson, Cllr S Cartwright, Cllr R Turville, Cllr D Cartwright

### **Action: Standing orders suspended**

## **7. Community Officer Update**

Chief Officer provided an update on behalf of the Community Officer

Cllr D Cartwright stated that is had pleasure to support The Hub @Pye Green via The Lighthouse Community Café and she has asked Café volunteers if they would still like to continue attending

**8. Community Learning** – Update provided that dates and sessions are now available to book onto

**9. Events** - Cllr L Harrison provided an update on the proposed Fish and Chip Quiz and a long discussion followed about the coordination and remit of the event. Date agreed to be 7<sup>th</sup> September 2024

**Action: Permissions to be sought from Full Council for the free use of the room and Council agreement to cover liabilities – usually covered by deposit payment**

**10. Items for next agenda** – review of disabled parking bays at PGCC

**11. Date of next meeting** - to be agreed at Annual Town Meeting on 1<sup>st</sup> May 2024

Cllr L Harrison closed the meeting to member of the public

**12. Private and Confidential Business**

Discussion took place regarding boundaries and conditions of hire at PGCC and guidelines for non-compliance and grounds for refusal of hire bookings

Proposed: Cllr R Turville

Second: Cllr P Jones

Agreed: Cllr L Harrison, Cllr P Jones, Cllr A Pearson, Cllr S Cartwright, Cllr R Turville, Cllr D Cartwright

**Action: Committee agreed for discussed hirers to be refused future bookings due to hirer breach of conditions of hire**

Meeting closed at 9.12pm

Signed (Chair of PGCC Committee):

Date: