



19th March 2024

Dear Councillor,

You are summoned to attend the meeting of the Pye Green Community Centre Committee to take place **at 7pm on Tuesday 19th March 2024 in Meeting Room 1** at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP.

The matters for your consideration and any supporting documentation are attached for your information.

Please inform the Chair or Chief Officer if you are unable to attend.

Yours sincerely,

Lindsey Smith

Lindsey Smith
Chief Officer
Hednesford Town Council

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Hednesford Town Council
Pye Green Community Centre Committee Meeting

Tuesday 19th March 2024 at 7pm at PGCC

To be held at Pye Green Community Centre, Bradbury Lane, Hednesford
The public are invited to attend the meeting in person.

1. Apologies

2. Declarations of Interest

3. Minutes

To review and approve the minutes of the previous PGCC Committee Meeting on 16th January 2024

4. Public Participation (max 30 mins)

members of the public are invited to attend in person to raise any issues, concerns or comments relating to Pye Green Community Centre

5. Operational/Maintenance Update

- a. Bookings review – overview of bookings
- b. Review of terms and conditions – committee to consider small amendments to terms and conditions regarding food in meeting room 1 and evening penalty charges to be increased
- c. Advertising on railings – update on the consideration to remove the external banner from PGCC front railings
- d. Foyer/Entrance Area Roof – update on current situation. Roof is still leaking in several places. Options to be discussed
- e. Centre waste disposal and recycling – update on proposed Veolia contract
- f. Storage Lock up – discussion and recommendation regarding use by hirers and requirements of PGCC and HTC

- g. Heating – update on schedule for commencement of works
- h. Electrical Charging Points – resolution required from committee if wish to continue to pursue options or to reschedule to revisit in 6 months' time
- i. Conversion from analogue line for alarm panel – overview of required works. Resolution to be made at full council on 13th March 2024
- j. Panic Button – conversation to be led by Cllr P Jones regarding lone Officer working at PGCC
- k. Replacement of reception shutter – overview of required works. Resolution to be made at full council on 13th March 2024 due to utilising CIL funds
- l. Repair of Memorial Bench – update from Chief Officer

6. Finance Update

- a. PGCC Financial Update – overview of budget spend to date – available at meeting
- b. Risk assessment update – committee to have reviewed in advance and to resolve to accept risk assessment documentation

7. Community Officer Update – verbal update from Community Officer on current actions and activities

8. Community Learning - confirmation of dates for Free community learning sessions for residents of Hednesford at PGCC

9. Events at PGCC – Discussion to be led by Cllr Harrison regarding proposed paid event at PGCC in September 2024

10. Items for next agenda – please note that items cannot be discussed only noted for the agenda for next meeting

11. Date and time of next meeting – TBC following Annual Town Meeting

12. Private and Confidential – to discuss boundaries of hire