



Pye Green Community Centre Committee Meeting

Thursday 20th July 2023 at 7pm

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

Present:

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

In attendance from Hednesford Town Council:

Lindsey Smith - Chief Officer
Matt Johnson – Community Engagement Officer
Cheryl Kinsella – Finance Officer

Members of the Public:

There were 4 members of the public present

1. Public Participation

No points were raised under public participation

2. Apologies:

No apologies were received

3. Declaration of Interest

Cllr Debbie Cartwright declared an interest in agenda items 12 and 13 relating to The Lighthouse Community Cafe

4. Previous Minutes

Previous minutes from the PGCC Committee meeting held on 20th February 2023 were accepted and noted to record pending the correction of one spelling mistake. No vote could be taken due to only Cllr Harrison having been in attendance at the last PGCC Committee meeting.

5. Chair Update

a. Appointment to remaining committee seat

No expressions of interest for the remaining seat were made

Action: Vacant seat remains

b. Schedule of Meetings

Confirmed that meetings will meet bi-monthly on the third Tuesday of each month at 7pm and will fall on the following dates:

- Tuesday 19th September 2023
- Tuesday 21st November 2023
- Tuesday 16th January 2023
- Tuesday 19th March 2023

Proposed: Cllr Harrison

Seconded: Cllr Jones

Agreed: Cllr Harrison, Cllr Jones, Cllr Pearson, Cllr D Cartwright, Cllr S Cartwright

Action: Proper Officer to send out committee dates

c. Remit of Committee

The Chair gave an overview on the remit of the committee and what activities fall under the committee in accordance with the Committee Delegations document. The aim is to outline the scope and priorities for PGCC, so everyone is clear about what needs to be done. Cllr Harrison proposed the following priorities:

Reduce Precept contribution to the running of the centre
Increase/maintain community events
Maintenance of the building

A discussion took place about how the precept has to be used to maintain the centre and an agreement was reached to amend reduce precept to maintain precept contribution.

Proposed: Cllr Harrison

Seconded: Cllr Pearson

Agreed: Cllr Harrison, Cllr Jones, Cllr Pearson, Cllr D Cartwright, Cllr S Cartwright

Action: 3 main priorities for PGCC agreed

Maintain Precept contribution to the running of the centre
Increase/maintain community events
Maintenance of the building

6. Pye Green Walking Group Update

Community Officer updated on a new wellbeing walking group that is commencing on 6th September 2023. A 45 minute circular walking starting and finishing from PGCC.

Discussion followed about muddy boots coming into the centre and solutions were proposed.

All agreed it is a very good idea.

7. Building Works

- a. Cllr Harrison provided an overview for the new committee members regarding the Building survey (May 2022) and that it is being used to provide a timeline for priority of works. Costs included are overinflated and can be sourced for less.

A query was raised as to the cost of the report and the RFO confirmed the report cost £1,180.00

- b. Chief Officer provided an update that the lights in the function room were being replaced to LED on 24th and 25th July 2023 and that there is still some water ingress in meeting room 3.

8. Motion from Chief Officer

Chief Officer presented motion for Committee to approve quote from Rick Ward for work to address the water ingress in meeting room 3. A discussion followed about what the work entails and how it will alleviate the problem. Cost of the quote is £765.00.

Proposed: Chief Officer

Seconded: Cllr Harrison

Agreed: Cllr Harrison, Cllr Jones, Cllr D Cartwright, Cllr S Cartwright, Cllr Pearson

Action: Proper Officer to instruct Rick Ward to schedule works

9. Review of hire, terms and hourly rate

- a. Bookings update was provided by Chief Officer – steady increase in bookings was reported
- b. Finance Officer presented the PGCC costings and income recovery estimate 2023 analysis together with a proposed new pricing structure for hire at PGCC. A detailed discussion took place about the need to ensure prices are kept to a minimum whilst at the same time also ensuring the core costs are covered.

Proposed: Cllr Harrison

Seconded: Cllr Pearson

Agreed: Cllr Harrison, Cllr Jones, Cllr Pearson, Cllr S Cartwright, Cllr D Cartwright

Action: Finance Officer to action change over to new pricing structure for 1st September 2023

- c. A discussion was held about the function room hire offer that was initially agreed up until end March 2023. It was agreed that due to the new proposed pricing structure that a separate hire offer was no longer required

825pm Cllr Harrison proposed that the Standing Orders were suspended in order to permit other items of business to be discussed

Proposed: Cllr Harrison

Seconded: Cllr Jones

Agreed: Cllr Harrison, Cllr Jones, Cllr Pearson, Cllr S Cartwright, Cllr D Cartwright

Action: Standing Orders suspended

- d. Supplementary charges for hire at PGCC were discussed to cover costs incurred from hirers using additional electrical items such as disco, photo booth, amplifiers et al and anything else that requires additional power at an additional charge of £10.00. The need to ensure items were PAT tested was also highlighted

Proposed: Cllr Harrison

Seconded: Cllr Jones

Agreed: Cllr Harrison, Cllr Jones, Cllr D Cartwright, Cllr S Cartwright, Cllr Pearson

Action: Cllr Harrison to draft new wording for terms and conditions

- e. Finance Officer highlighted the lack of an up to date PGCC risk assessment. Cllr Jones advised that this is his line and work and will work alongside Finance Officer to review this

Action: Cllr Jones and Finance Officer to draft and to be reviewed at next PGCC Committee meeting

- f. Cllr Harrison asked what the Committee wanted to do about a marketing plan. Chief Officer informed that PGCC would have its own section on the new HTC webpage. Options were very briefly discussed, and it was agreed to roll the item over onto the next PGCC agenda.

Action: Cllr Harrison informed that she had the start of a marketing plan and will circulate this to all members and officers

10. Motion from Cllr Laura Harrison

To approve free function room use for a Community Halloween event – the event is planned for Saturday 28th October 2023 at PGCC.

This will be a free event for residents from Hednesford

Chief Officer advised that while community events are important and are encouraged it is important that Members are aware that when Cllrs instruct Officers without Chief Officer consent that it significantly impacts upon the Officers workload and ability to carry out council and priority work. Chief Officer also informed that due to annual leave and other commitment that only one Officer would be available on the proposed date of the event.

Cllr Harrison stated that this is what Officers are for.

Proposed: Cllr Harrison

Seconded: Cllr D Cartwright

Agreed: Cllr Harrison, Cllr Jones, Cllr D Cartwright, Cllr Pearson, Cllr S Cartwright

Action: Free use of function room for the event was agreed

11. Motion from Cllr Laura Harrison

To approve free function room use for a Community Christmas event – the event is planned for Saturday 16th December 2023 at PGCC. This will be a free event for residents from Hednesford

Chief Officer advised that while community events are important and are encouraged it is important that Members are aware that when Cllrs instruct Officers without Chief Officer consent that it significantly impacts upon the Officers workload and ability to carry out council and priority work.

Proposed: Cllr Harrison

Seconded: Cllr Pearson

Agreed: Cllr Harrison, Cllr Jones, Cllr D Cartwright, Cllr Pearson, Cllr S Cartwright

Action: Free use of function room agreed for the event was agreed

12. Motion from Chief Officer

To approve free function room use at PGCC for a Warm Hub from 1230pm to 330pm each Monday from September 2023 to December 2023. Facilitated by the Community Officer this will provide a warm space, reduce social isolation, assist with access and signposting to services and act as grass roots consultation with the community. The 3 month period will allow evidence to be collated with the aim of securing external funding (as soon as this is released) in order to continue to and expand the offer available to the local community

The warm spaces hub will be run from PGCC in partnership with The Lighthouse café – subject to funding approval from the Prosperity Fund and following a formal SLA – who will provide catering, refreshments, and access to a food table

Members were asked if they had any questions for Cllr Debbie Cartwright before Cllr Debbie Cartwright was invited to leave the meeting for the motion to be discussed having previously declared an interest in the agenda item

A discussion followed about the Warm Hub and the Community Officer outlined the purpose and how this would work in partnership with The Lighthouse Café

Proposed: Chief Officer

Seconded: Cllr Harrison

Agreed: Cllr Harrison, Cllr Jones, Cllr Pearson, Cllr S Cartwright

Action: Free use of the function room agreed for the Warm Hub. Chief Officer to put SLA in place with The Lighthouse Cafe

Cllr D Cartwright was invited back to the meeting

13. Motion from Cllr Harrison

To approve for Chase Lighthouse to host community food table from PGCC on Christmas Eve and New Years Eve. The food table will only run in accordance with Officer availability.

Cllr Harrison requested an amendment from Chase Lighthouse to Lighthouse Café

Proposed: Cllr Harrison

Seconded: Cllr Jones

Agreed: Cllr Harrison, Cllr Jones, Cllr Pearson, Cllr S Cartwright, Cllr D Cartwright

Members were asked if they had any questions for Cllr Debbie Cartwright before Cllr Debbie Cartwright was invited to leave the meeting for the motion to be discussed having previously declared an interest in the agenda item

A question was asked what time the food tables would be. Cllr Debbie Cartwright explained that as supermarkets close at 4pm it would be from 4pm onwards and that they receive all surplus goods including food, toiletries, toys, gift vouchers et al

Following questions Cllr Debbie Cartwright was invited to leave the meeting

A discussion followed about Officers availability at 4pm on both Christmas and New Years Eve. The Chief Officer advised that she did not feel it was appropriate to expect Officers to work at 4pm till late on Christmas and New Years Eve. Cllr S Cartwright stated that she would have thought that Officers would be happy to help on Christmas Eve.

Cllr Harrison asked if the current Mayor had a set of keys to the centre, as per the previous Mayor. The Chief Officer informed that Cllr Pearson did not as none had been requested. It was discussed that Cllr Pearson would open and close the centre on Christmas Eve and New Years Eve.

Proposed: Cllr Harrison

Seconded: Cllr Pearson

Agreed: Cllr Harrison, Cllr Jones, Cllr Pearson, Cllr S Cartwright

Action: Free use of the function room agreed for community food table. Chief Officer to sort a set of keys for Cllr Pearson

Cllr D Cartwright was invited back to the meeting

14. AOB

Finance Officer advised that the Council have been contacted by School Court sheltered housing to ask if PGCC can be listed as their place of safety in their emergency evacuation plan following the closing of Trinity Church.

Proposed: Finance Officer

Seconded: Paul Jones

Agreed: Cllr Harrison, Cllr Jones, Cllr D Cartwright, Cllr Pearson, Cllr S Cartwright

Action: Finance Officer to confirm with School Court

15. Date of Next Meeting

Tuesday 19th September 2023 at 7pm

Meeting Closed at 9.15pm

Signed (Chair of PGCC Committee):

Date: