



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

**Tuesday 16<sup>th</sup> January 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

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

Lindsey Smith - Chief Officer  
Cheryl Kinsella – Finance Officer

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

There were 4 members of the public present

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

Cllr D Cartwright

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

No declarations of interest were declared

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

Previous minutes from the PGCC Committee meeting held on 21<sup>st</sup> November 2023 were accepted to record. No resolution could be taken due to only Cllr Jones and Cllr S Cartwright being present at the meeting and therefore not being quorate to vote

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

A MOP raised several queries to the committee:

Relating to the previous minutes (21.11.23) (5f) the motion to approve the quote for the automatic door was not proposed, seconded or voted on and queried that as

the works are now completed does the committee need to retrospectively agree the quote

Again referring to the previous minutes (21.11.23) (9) the MOP sought to clarify that the PGCC Committee is now clear about what a marketing plan is

The MOP further queried the resolution of the PGCC Committee to support the draft local action plan and why was this not reported to full council on 6<sup>th</sup> December 2023, before querying the baseline projected budget proposal for PGCC. The MOP enquired if these are now £45,000 plus projected costs as opposed to the £35,000 from 2022/2023 due to confirmation from the Finance Officer that many of the works required at PGCC together with estimated Officer time are currently falling outside of the allocated budget

The MOP also commented:

“Assumptions and guesses being made about what funds might be needed over this coming year. The drainage system needs updating (it was not updated when the extension was built and cannot cope with the extra capacity). The cost of that work is currently unknown.

The heating system has failed again and needs replacing. The cost of that work is currently unknown.

You want to use CIL monies to fund these repairs. Yes, CIL monies can be spent on repairs to existing infrastructure but only if the spend has arisen to directly support the local development. The repairs which are needed to this building have not become necessary as direct results of recent local development, urgent repairs are needed now because there has never been a maintenance plan for this building.

Your Officers have confirmed that the cost of their time running this place amounts to £45,000. That seems the only definite costings that you have got. The forecast for maintenance costs is just guesswork because you still have not produced a definitive maintenance plan and instead, you are continually fire-fighting repairs as they crop up. This takes up even more of Officer's time and ultimately costs this council more money.

I think residents of the new local developments may be disappointed to hear how this committee wants to spend the CIL funds. Last year I took a straw poll on the new estates which revealed a list of things which new residents agreed they would like to see. There are no healthcare facilities on the new estates, no pharmacy, no new place of worship, no community noticeboards or community hub, no public first aid devices. Its quite a list. They may assume you have got all that in hand – when the reality is you are planning to use CIL funds to repair this building. It just does not sit right with me.

Finally – the district council have recently agreed to impose parking charges in the two town centre car parks in Hednesford – now seems a very good time for you to revisit that historic agreement and review its value to this community. Cancelling the agreement would give you around £30k to spend on necessary repairs at PGCC. Will this committee agree to recommend that full council undertakes a review of the historic free parking scenario as soon as possible?

Cllr L Harrison informed that questions and queries would be noted to record and questions and queries relating to the PGCC Committee will be responded to at the next PGCC Committee meeting if appropriate before stating that many of them fall outside of the committee remit

A further MOP was in attendance as a resident and community advocate on behalf of the Bilberry Chase estate and new development and raised a further query about how is using the CIL funds to install and upgrade the heating at the community centre supporting growth and development of the local area and residents who live within it? They informed that they are aware that the Prosperity fund has also been used on the centre and it seems like a lot of money is being spent in order to keep the centre up and running. If spent on the building still have to pay to access it so where is the benefit and asked what about the upgrade to park on Bond Way, community learning and mental health support within schools. Decisions are being made with little or no consultation with the communities. Residents are assuming that these issues are being looked into and asked how better the CIL monies can be spent

Cllr L Harrison thanked the MOP for their views, for attending and stated that this is an agenda item to be discussed later on in the meeting

**Action: Issues raised and relating to PGCC will be responded to at the next PGCC Committee meeting**

## **5. EV Plus Presentation**

EV plus did not attend for their presentation regarding electrical charging points for motor vehicles

## **6. Operational/Maintenance Update**

- a. Booking Review – Chief Officer gave an update on the latest bookings at the community centre and flagged current vacant slots available for potential longer term hirers. Lots of enquiries had been received early in the new year regarding children's birthday parties

It was noted that a loss of income occurred due to bookings being turned away on the afternoon of New Years Eve due to the community food table being booked in advance and it was unfortunate that it was (food table) cancelled at short notice

Cllr P Jones enquired as to the footfall levels over the Christmas period compared to last year. Chief Officer advised that the centre was closed over the Christmas period 2022 due to a complete heating system failure

- b. Advertising on railings – a discussion was held about the need for promotional banners on the railings outside the front of the community centre. 3 of the banners are for the same activity albeit it on different days and times. The banners are currently blocking the sign of the community centre and deliveries often say they struggle to locate the centre

Cllr L Harrison wanted to understand how the banners impact the income of centre hirers

Cllr A Pearson enquired who previously approved the display of the promotional banners

Cllr P Jones recommended having a 2 way conversation with the hirers to see if a resolution can be reached

Cllr A Pearson declared an interest as his wife attends the main group who currently have 3 identical banners displayed

Proposed: Cllr L Harrison

Second: Cllr P Jones

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

**Action: Officers to speak with hirers and take to full council due to next PGCC Committee meeting not being until March**

- c. External Walls – for information and planning purposes it was brought to committees attention that the external walls at the rear of the community centre are covered in algae. The Facilities team are doing their best to jet wash this off on a regular basis but that it will need repainting in the not too distant future

**Action: Officers to bring back to future committee meeting as and when applicable**

- d. Inventory Update – Chief Officer provided an update on items purchased to support the letting of the Pye Green Community Centre from the UK Shared Prosperity Fund
- e. Foyer/Entrance Area Roof – RFO provided an update on the current situation regarding the issues/leaking with the flat roofing at PGCC. In 2018 Cannock Property Services installed the roofing at a cost of £6,600 together with a 20 year guarantee. The RFO has made several attempts to contact the company but with little success. It maybe that a recorded delivery letter needs to be sent.

Another company has attended to address the immediate issues over the entrance lobby at an additional cost and has rectified the issue with leaking. Some residual water has still come through onto the new tiles (3 affected) but this will dry out with time

Costs are coming out of standard maintenance budget

**Action: RFO to continue to contact original roofing company and ascertain remit and responsibilities**

- f. Centre waste disposal and recycling – The RFO updated that the current refuse contractor, Biffa, have been given notice and outlined the reasons for this. A more favourable quote, which also includes recycling, has been obtained from Veolia. The change of contracts is due on April 2024 and produces a saving in excess of £500.00

**Action: RFO to ascertain further information/explore the contract and bring update back to March PGCC Committee meeting prior to signing contract with Veolia**

- g. Automatic Doors – Following agreement by full council the works to the automatic doors have been completed together with an ongoing service agreement @£156.00 for both doors
- h. Storage Lock Up – Committee informed that HTC are struggling for storage and enquired if committee are happy for HTC to take one of the storage units back and merge hirers items into one unit. This will also enable the asset register to be completed as currently HTC are unable to access all the items. There are also no terms and conditions in place for the hirers utilising the storage.

Proposed: Cllr L Harrison

Second: Cllr A Pearson

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

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

- i. Legionella Risk Assessment - Committee updated on Legionella Risk Assessment and report was shared. Advisory was to descale all taps and to keep a log and maintenance regime

**Action: Taps are in process of being descaled and RFO is working with Facilities Caretaker to put maintenance schedule and log in place**

- j. Heating – RFO provided background information on the current issues and need to repair the heating system at PGCC as the centre is at risk of imminent failure with one heater doing the work of 2. Quote £42, 668.00 + VAT. RFO has received advice from CCDC that CIL Funds can be used to cover the cost of repair.

Cllr S Cartwright stated that it is a lot of money but it needs to be done

Cllr P Jones enquired if a 3<sup>rd</sup> quote should be sought.

Chief Officer advised that the top engineer from Mitsubishi has been out and that it is difficult to find qualified engineers in the air pump system

Cllr L Harrison confirmed that the £42,668.00 is a second quote and that she is concerned with it coming out of CIL Funds but takes it on board that the work needs to be done, and enquired what other options exist from which payment can be made

RFO confirmed that the cost would need to come out of reserves if CIL Fund was not used

Cllr A Pearson proposed that the cost should come from CIL funds

Proposed: Cllr A Pearson

Second: Cllr S Cartwright

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

Abstain: Cllr L Harrison

**Action: Take motion to full council for approval for heating repair to come from CIL Funds**

## **7. Finance Update**

- a. CIL Funding – Overview provided of current CIL spend to date. RFO advised that maintenance budget for PGCC is already overspent and could consider moving some costs from maintenance to CIL. RFO advised that this does not need to be decided until March 2025

Motion brought to take proposal to Finance, Operations and Personnel Committee to request support for use of CIL for maintenance costs on PGCC

Proposed: Cllr L Harrison

Second: Cllr A Pearson

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

**Action: Motion to be brought to next Finance, Operations and Personnel Committee for support to use CIL for maintenance costs**

- b. Quarter 3 report – RFO presented Q3 report for spend on PGCC and information was noted to record
- c. Confirmation of agreed budget - confirmation for committee of budget for 2024/2025
- d. PGCC Booking System – a conversation was held about whether to incorporate an online booking system for function room hire at PGCC on the new HTC webpage. Queries were raised about what would happen if 2 hirers

were trying to book the same slot. RFO advised that this can be introduced in stages to ensure that the process meets needs of the hirer and PGCC and advised that the option to book over email and telephone will still be available. It maybe that initially the system is set to view and not directly book.

Costs for the system were confirmed - £247.00 for set up and £348 per annum

Propose: Cllr L Harrison

Second: Cllr P Jones

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

**Action: Officers to proceed with, and action, booking system for PGCC page on new HTC website**

- e. Risk Assessment Update – RFO provided a brief update on the current status regarding the risk assessment for PGCC. Ongoing process. As issues arise, they are being dealt with and added on. RFO is working with Facilities Caretaker to identify any other potential risks

**8. Community Officer Update**

Chief Officer provided an update on behalf of the Community Officer re: The Hub at Pye Green, Wellbeing Walk, Dementia Friendly Audit, Neurodiverse group and community talks programme

**9. Events at PGCC**

Cllr L Harrison explained that she would like to bring events to PGCC but is concerned about the additional work this would create for Officers

Cllr L Harrison suggested subsidised events at PGCC such as a fish and chip supper and quiz which would be done at a minimal cost. Cllr L Harrison informed that Cllrs would do much of the planning and co-ordination themselves

Cllr A Pearson stated that would need to be mindful of costs as do not want to make a loss

Cllr L Harrison informed that Cllrs need to brainstorm ideas and where possible support local business in the provision of the event's

Cllr P Jones enquired if the event would be adult only

Cllr L Harrison informed that once the DBS checks are done that it will enable Cllrs to run events for all

Cllr A Pearson informed that he was happy to explore the idea and would like to know how many would be proposed each year

Cllr P Jones suggested that Cllrs to consult with the community

A question was raised about the whether ticketed events can be run by the town council. Cllr A Pearson informed that he would speak with legal at CCDC

**Action: Cllr L Harrison and Cllr P Jones to work together on ideas for events and bring back to next PGCC Committee. Cllr A Pearson to seek advice from legal on ticketed events**

**10. Items for next agenda** – none were raised to be noted

**11. Date of next meeting**

Tuesday 19<sup>th</sup> March 2024 at 7pm at Pye Green Community Centre

Meeting closed at 9:15pm

Signed (Chair of PGCC Committee):

Date:

Draft