



8<sup>th</sup> June 2022

Dear Councillor,

A Meeting of the Pye Green Community Centre Committee will be held at **7:00pm** on **Monday 13<sup>th</sup> June 2022** at Pye Green Community Centre.

You are invited to attend for consideration of the matters shown on the attached agenda.

Members of the public can attend the meeting in person and also have the option of joining remotely via the Zoom link. Members of the public may ask questions in the public participation section of the meeting.

Join Zoom Meeting at link:

<https://us02web.zoom.us/j/84227682499?pwd=Y2R2dzJ3dVd1dmZXWmp1TDVVeKxCQT09>

Meeting ID: 842 2768 2499

Passcode: 089823

One tap mobile  
Yours sincerely

Michelle Baker  
Locum Clerk

## **PUBLIC PARTICIPATION**

Members of the public are invited to address the Council and ask questions before the meeting begins.

Additionally, County and District Councillors and local PCSO (if present).



**HEDNESFORD TOWN COUNCIL**  
**PYE GREEN COMMUNITY CENTRE COMMITTEE**  
**MONDAY 13<sup>TH</sup> JUNE 2022, 7PM**

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

**AGENDA**

Public Participation

1. Apologies
2. Declarations of Interest
3. Review and approve minutes of meeting dated 23<sup>rd</sup> May 2022 (attached pages 2-7)
4. Bookings Report Update – by Officer Ginetta Adams
5. Building Survey Report – by Officer Ginetta Adams / Cllr Harrison
6. PGCC Marketing Plan
7. New Revenue Ideas
8. Chase Lighthouse & PGCC use – Cllr Harrison

Cllr Harrison proposes the following Motion:

Hednesford Town Council to enter into a short-term arrangement with Chase Lighthouse and permit the free use of the PGCC foyer every Sunday for the Community Table. This motion is required in order to provide security of arrangements for the benefit of both our keyholder staff and Chase Lighthouse. I propose to allow Chase Lighthouse to continue to use PGCC foyer area for the Sunday food table, continuing the arrangement in place since December 2021 until now, as a short-term measure. This will only be until the HTC grant scheme (an item to be brought to the next Full Council meeting) can be reinstated, an application submitted by Chase Lighthouse to the grant scheme and a subsequent decision made on that by Full Council.

9. Budget Review – information to be supplied monthly by Officer Ginetta Adams.

10. Historical Items – Cllr Harrison

Cllr Harrison proposes the following Motion:

Motion to propose the creation of a new 'Historical Items Register' - As a Council we hold an Asset Register however I am proposing the creation of a separate and new Historical Items Register. The purpose is to create a complete and extensive record of **all** historical items, irrespective of value, within HTC possession whether gifted or under temporary guardianship.

This will require some time to be volunteered by Councillors and/or time spared by Council Officers to identify all relevant items and locate corresponding documents (which could be on hard copy within filing cabinets only) to reflect whether HTC is the owner (via donation/gift) or if an item is only on loan. It may also prove necessary to contact any third-party owners to confirm that these items can continue within HTC guardianship and on PGCC premises. Notification to Cannock Chase Museum of details of these historical items (suggested last meeting by Cllr Jagger).

**11. PGCC Refurbishment proposal including:**

- Identification of items at PGCC requiring attention
- discussion on possible use of CIL funds to achieve this
- discussion on continued display of historical items and possible location of additional items

**12. PGCC Hire Report Form – Cllr Mawle & Cllr Harrison**

**13. PGCC Hire Agreement – Cllr Harrison (included as an attachment within email invite)**

Cllr Harrison proposes the following Motion:

Motion to propose the new draft of the PGCC Hire Agreement is submitted to Full Council for review and acceptance – following the meeting of the Working Group on 6/6/2022, extensive changes have been made to the wording of Hire Agreement. Changes have also been made around charges for PGCC, either addition, clarification or amendment of. [As informed under separate cover, there are a couple of items with Cllr Mawle and Woodhead which may require a late additional amendment to the document depending on when I receive feedback from them].

**14. Death of a Monarch policy – request received from FPOPs meeting 6/6/22**

**15. PGCC email address creation – arising from Working Group meeting**

**16. PGCC burglar alarm**

**17. PGCC noise level control system – arising from Working Group meeting**

*Resolve that the public be excluded due to the confidentiality of the matters being discussed.*

**Private Business**

**18. Update Staff Structure item following FPOPs meeting – Cllr Harrison**



**MINUTES OF THE MEETING OF  
PYE GREEN COMMUNITY CENTRE (PGCC) COMMITTEE**

**Monday 23<sup>rd</sup> May 2022, 7pm**

Meeting held at Pye Green Community Centre, Bradbury Lane, Hednesford.  
Members of the public were invited to attend in person and by Zoom.

**Present:**

- Cllr Laura Harrison, PGCC Committee Chair
- Cllr Debbie Cartwright
- Cllr Kathryn Downs, Mayor
- Cllr Darrell Mawle
- Cllr Sharon Jagger

**In Attendance:**

- Michelle Baker, Locum Clerk
- Ginetta Adams, Community Centre and Administration Officer

**Public Section:**

- Three members of the public were in attendance.

Cllr Harrison opened the meeting with a statement outlining her aspirations for the Community Centre as the newly appointed Chair of the PGCC Committee.

Andy Smith, Housing Officer at Cannock Chase District Council informed the Committee that he had organised a community engagement event at PGCC on Friday 17<sup>th</sup> June 11am-3pm. 20 support groups in the area would be in attendance in the hall and members of the public would be invited to attend free of charge and receive advice and support. Support groups in attendance will include DWP, CAB, Support Staffordshire, Hednesford Police team and there will be free Hepatitis C and liver health testing available on the day. Andy Smith asked HTC to promote the event to help with levels of attendance. **ACTION: HTC to promote the event on their social media platforms asap.**

**1. Apologies** - None

**2. Declarations of Interest** - Cllr Cartwright declared an interest in the hire fees for Pye Green Community Centre as her group Chase Lighthouse make use of the foyer area at the Centre free of charge every Sunday for the Community Food Table.

**Minutes of the last meeting**

This was not an agenda item but Cllr Harrison asked the Committee whether they would approve the minutes of the last meeting held on 28<sup>th</sup> March 2022. It was agreed that as the minutes were only circulated today, Cllrs required additional time to review and would revert back to the Chair Cllr Harrison with any queries.

**3. Current Timetable at PGCC**

Ginetta Adams updated the Committee on the current hirers and said that there is still availability on Wednesday and Fridays.

Cllr Harrison said Friday and Saturday evenings were also available for functions.

Michelle Baker asked whether PGCC was on track to meet the £25,000.00 income shown income on the approved Council budget for 2022/23 for the function room.

Ginetta Adams said that on average, PGCC income is £750.00 per week and if this is to continue at this level until March 2023 then the projected income would be £35,000.00 which is based on a 47 week hire, allowing for holidays.

Cllr Jagger said she would like PGCC to serve the tax payers of Hednesford and that she had heard from an unnamed individual that the hire fees at PGCC were not as competitive as The Aquarius. Michelle Baker confirmed that Full Council had been presented with the costs of other hire facilities across Cannock Chase including The Aquarius and that PGCC was competitive and fees had been set accordingly.

Cllr Downs said that a clear profit and loss report is required for PGCC that can be reviewed each month by the PGCC Committee. It was not so relevant who was hiring but rather the occupancy levels and level of income as the centre was operating at a loss. The Council budget shows projected income at £25,000.00 for the function room hire and £4,000.00 income for meeting room hire and the Committee need to know if the Centre is on track to meet those targets. **ACTION: It was agreed that the FPOPS Committee would prepare a profit and loss report for the PGCC Committee.**

#### **4. PGCC Hire Agreement**

Cllr Harrison said the new PGCC hire agreement should be simplified as it is a large document and that hire fees for events such as Children's Parties should be reduced as a parent may only want to hire for one hour (plus set up time).

Cllr Jagger said a special discounted offer could be promoted for the local community to boost bookings post Covid.

Cllr Harrison said that all meeting rooms should be hired and that the Board Room would be suitable for smaller functions.

Ginetta Adams said that an existing hirer is regularly cancelling their booking for the function room / hall on a Sunday before the booking and not being charged for the cancellation.

Michelle Baker asked whether any hirers had been sent a copy of the new hire agreement by email or post and asked to sign. Ginetta Adams said no hirers had been given the hire agreement to date. **ACTION: All hirers to be issued with the hire agreement which includes a clause on cancellation.**

Ginetta Adams said she had forwarded an email to Cllrs on 12<sup>th</sup> May from a community group asking for a discounted hire fee.

Cllr Jagger said that Chase Lighthouse makes use of the lobby area during the winter months free of charge and this was due to be reviewed as we are now in May. Also that Chase Lighthouse volunteers arrive at 11.30am when the free hire does not commence until 1pm. Cllr Cartwright said Chase Lighthouse provides a valuable service to the community and that they do not mind relocating to the PGCC car park or the front of the Centre, also that the volunteers need time to set up the crates of food. **Action: Review Chase Lighthouse free use of PGCC foyer on Sundays from 11.30am.**

Cllr Jagger referenced an email sent to Cllrs regarding community hire and Cllr Mawle said that HTC needed a system to balance business and community.

Cllr Downs said consistency is needed as HTC may be approached by other community groups and the Council will be obliged to fulfil as we have set a precedent with Chase Lighthouse in providing free room hire. **Action: A standard policy required for hire arrangements for charities, not for profit and local community groups. Paper required for Full Council.**

Cllr Downs said historically HTC had awarded grants to community groups in the form of free room hire at PGCC (rather than a monetary grant) and that this could be included within the next round of grants for 2022. **Action: A paper to be brought to Full Council to introduce a new community grant in the form of free room hire for community groups, charities and not for profit organisations.**

Cllr Mawle suggested that the Meeting Room / Board Room be offered to community groups free of charge every Sunday as this is a quieter day.

Cllr Jagger said she had made suggested amends to the PGCC Hire Agreement but had not been given an opportunity to relay these to Cllrs / Officers.

Cllr Downs suggested that a new PGCC Working Group be established so that the PGCC Committee can meet informally and discuss openly to progress the matters discussed this evening over a couple of hours and have detailed conversations. **Action: A new PGCC Working Group to be set up.**

Ginetta Adams said that on Tuesdays and Sundays there is a 30 minute crossover of hirers (Epic Dance and Yoga Social Sequence Dance) and asked if PGCC Committee would permit the hirers to wait after their hire session for the next hirer and exchange the room themselves rather than paying for an HTC member of staff to come back and wait. Cllr Downs said this should only be considered on a short term basis as hirers should not be managing PGCC in the long term and this also presented potential issues with health, safety and safeguarding.

Proposed: Cllr Mawle

Seconded: Cllr Downs

**Agreed by unanimous vote that the two hirers could exchange the room amongst themselves and stay to wait for the next hirer.**

Cllr Harrison asked Ginetta Adams if there were any other urgent matters requiring a decision and Ginetta said no.

Cllr Mawle said that Community Groups are not mentioned specifically in the PGCC Hire Agreement and Michelle Baker said this will be addressed by amending the Community Grants procedure as agreed earlier in the meeting.

The Committee agreed by unanimous decision that there needs to be a Paper brought to Full Council regarding Community Groups and free hire arrangements. (As stated on page 3).

#### **5. Budget Review**

It was agreed that the Committee needs to review this in detail and will bring this item back to the next Committee meeting. **ACTION: Add to the next agenda.**

#### **6. Fire Safety**

Cllr Downs said that HTC / PGCC staff are not trained on fire safety. Ginetta Adams said the PGCC caretaker had a Fire Marshal certificate when he started his employment at PGCC. Cllr Downs said the caretaker is only on site part-time and that there is an issue if staff are not on site at the same time as hirers. **Action: This matter is to go to the new PGCC Working Group as there needs to be a proposal and protocol for a Fire Risk Assessment and Fire Safety at PGCC.**

Amanda that runs the bar at PGCC was in the public gallery at the Committee meeting and said that when she is on site, she shows hirers where the fire escapes and the fire evacuation meeting point is and she has done this for seven years.

#### **7. Safeguarding Policy**

Cllr Harrison said she had drafted a Safeguarding Policy and asked FPOPS Committee to review this.

Cllr Downs said that HTC had a responsibility to the staff and also the hirers at PGCC and that the FPOPS Committee should review the policies in place.

**Action: FPOPS Committee to review the draft Safeguarding Policy and ensure this covers staff and hirers.**

#### **8. Death of a Monarch**

Cllr Jagger had drafted the Policy on the protocol HTC will follow on the death of a Monarch and this will be taken to the next FPOPS Committee Meeting. **Action: FPOPS Committee to review the Death of a Monarch Protocol.**

#### **9. PGCC Building Survey**

Ginetta Adams said the surveyor had completed his inspection and that the final report and condition survey would be submitted soon. Cllr Mawle asked if Cllrs can receive a copy of the report and this was agreed. **ACTION: Ginetta Adams to circulate the PGCC Building Survey to all Cllrs on receipt of report.**

#### **10. Maintenance of Notice Boards**

Ginetta Adams said the notice board outside of PGCC has been updated and that the Caretaker would go to the one in town soon. Cllr Harrison asked whether all relevant notices and paperwork were on display in the foyer area and Ginetta said that the Liability Insurance

needed to be displayed. **ACTION: Ginetta Adams to display insurance on notice board inside PGCC.**

#### **11. Improving PGCC**

Cllr Harrison said that both her and Cllr Cartwright had a few ideas for improving the waiting area inside the foyer area at PGCC and that by introducing a more inviting and comfortable waiting area and vending machines, the area could also create revenue for PGCC.

Cllr Harrison said that one of the foyer notice boards could be for local businesses to pin their company business card or it could be a business directory promoting local companies within Hednesford.

Cllr Jagger said that the photos on display in the foyer are of events that took place ten years ago and there are no photos of the events HTC has delivered in recent years.

Cllr Jagger said that some of the artefacts are political memorabilia and that the Cannock Museum may be happy to display. Cllr Downs said that HTC were not the legal owner of some of the items and therefore could not be given away. Cllr Mawle said that the items that are considered to be political this in itself should not be an issue if the person did something good then the display is purely recognition of that.

Cllr Harrison said the Committee would revisit this and also agenda items 12 and 13 when there is more time. **Action: Add items 11, 12, 13 to the next meeting agenda,**

**Meeting closed to members of the public due to the confidential nature of items discussed.**

#### **14. Lone working policy**

Cllr Downs said the FPOPS Committee is to review the Lone Working Policy and Risk Assessment (drafted last year) and ensure that it is implemented. **ACTION: FPOPS Committee to progress implementation of Lone Working policy and Risk Assessment.**

It was agreed that staff safety is crucial and that the keyholder arriving at midnight to lock up after a party is at risk.

Cllr Harrison is to be invited to the next FPOPS Committee as there needs to be a plan for employee safety.

#### **15. PGCC Staffing Arrangements**

Cllr Harrison discussed the contract of employment for employees (zero hours) and it was agreed this will be taken to the FPOPS Committee as it is a personnel matter.

Cllr Harrison discussed the bar facility at PGCC and it was agreed that the current terms would be examined with a view to review to ensure that it is more beneficial for HTC.

**Meeting end.**