



**MINUTES OF THE MEETING OF**  
**PGCC COMMITTEE**  
**Monday 13<sup>th</sup> June 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, Committee Chair
- Cllr Kathryn Downs, Mayor
- Cllr Darrell Mawle
- Cllr Debbie Cartwright
- Cllr Sharon Jagger

**In Attendance:**

- Ginetta Adams, Community Centre and Administration Officer
- Michelle Baker, Locum Clerk
- Cllr Arthur Roden – invited to attend by Committee Chair

**Public Section:**

- Three members of the public were in attendance.

**Public Participation**

Amanda Craggs that runs the bar at PGCC attended the meeting to report that the 8 year old glass washer was broken and her son (tradesman) had attempted to repair but this was not possible. She recommended that the Council purchase a new or reconditioned glass washer. Cllr Jagger checked the lease between CCDC and HTC and confirmed that the glass washer was listed as an item on the inventory at the time the lease was prepared. Cllr Jagger briefly went through other items on the inventory and Amanda Craggs said yes / no to whether those items were still at the bar or whether she provided these. **ACTION: Michelle Baker to ask CCDC whose responsibility it is to replace the glass washer.**

**1. Apologies** – None.

**2. Declarations of Interest** – Cllr Cartwright declared an interest as Co-Founder of Chase Lighthouse which is on the agenda for discussion.

**3. To review and approve the minutes of the last meeting** – Committee approved. Cllr Harrison said that one amendment is required on Point 4 and it should say Tuesday and Thursday (instead of Tuesday and Sunday). **ACTION: Michelle Baker to amend.**

**3. Booking Report Update**

Ginetta Adams updated the Committee on the new enquiries and bookings at PGCC. Michelle Baker asked whether PGCC currently breaks even and how much income is needed in order to break even. **ACTION: Ginetta Adams to prepare report.**

Cllr Mawle asked whether the Committee needed to consider the enquiry received for Tuesday evening hire (which would clash with Full Council meetings in the same room). Ginetta Adams said that the hirer would be willing to switch to a Monday evening.

Cllr Roden asked if the PGCC Task Force (set up to focus on the PGCC lease assignment) knew the current levels of occupancy and the percentage of paid hire. Cllr Downs said yes this would have been explored on a monetary basis by the Task Force at the time but hirers have changed since then.

## **5. PGCC Building Condition Survey**

Cllr Harrison said the Building Condition Survey should be submitted to Full Council for examination and that the total level of repairs required to bring PGCC up to the required standard totalled £59,950.00 plus VAT and labour. The 1960's roof required £30,000 of works.

Cllr Mawle asked if there were any urgent items listed on the Building Survey and Cllr Harrison said that the roof needed replacing at a cost of £30,000.00 "in the not too distant future", quoting the report. Also that there must be a special covering on the roof that needs looking at asap.

Cllr Harrison said that Cllr Jones had asked for a PGCC Maintenance Plan going forward. Ginetta Adams said that the PGCC Caretaker would be able to assist with some items and would undertake in-house.

Cllr Downs said that the Council required a specialist maintenance plan and needed external help. Cllr Downs said that the Committee must be mindful of costs and that they will require Full Council approval before they proceed with any repair works (expenditure) and this also applied to the cost of the replacement glass washer machine. **ACTION: It was agreed that the Surveyor (who prepared report) would be contacted to see if he can assist.**

Cllr Mawle asked whether it was a full repairing lease and Cllrs confirmed it is.

**ACTION: Ginetta Adams to look at the electrical survey for PGCC as this is required every 5 years.** Cllr Downs said she is not aware of one since 2019.

Cllr Mawle said that underground pipes may be covered by the insurance. **ACTION: Ginetta Adams to check insurance policy to see whether it includes the drainage and pipes.**

Cllr Roden asked where the £30,000.00 for the roof repair will come from. Cllr Downs said it would be funded from the Council Reserves and it would also be explored whether CIL funding can contribute towards costs.

## **6. PGCC Marketing**

Cllr Harrison asked Committee members to refer to the marketing plan she had prepared. Cllr Downs said this was a good start and it now needed the detail including where PGCC will be advertise, the frequency and the costs.

Cllr Mawle said the Committee should task the PGCC Working Group to work on the marketing plan. **ACTION: Cllr Harrison to task Working Group with the PGCC Marketing and Advertising Plan.**

## **7. New Revenue Ideas**

Cllr Harrison asked the Committee for ideas for increasing revenue at PGCC. Cllr Downs said that a Paper had previously been brought to Full Council to consider outsourcing the events management and this had met with resistance and was not approved, it may be worth reconsidering this now that there is limited Officer time and events could include Comedy Nights and shows. Cllr Mawle said this could be incorporated into the Marketing Plan.

Cllr Harrison asked Amanda Craggs that runs the bar at PGCC whether she had any ideas. She said she had looked into this previously as she would have organised events such as a talent contest etc but the room hire cost and overheads were cost prohibitive.

Cllr Cartwright said car boot sale on the PGCC car park could work well.

Amanda Craggs asked whether she could join the PGCC Working Group, Michelle Baker said yes as a guest member. **ACTION: Cllr Harrison to invite Amanda (surname) to join the PGCC Working Group and to be mindful that she only attends items for discussion that are not confidential or commercially sensitive.**

Cllr Jagger asked Amanda Craggs whether there was an issue with the noise restrictor as it is stated within the hire agreement that the restrictor cuts the electric if the noise exceeds a certain level. Amanda Craggs said yes this had happened 3-4 times. Cllr Downs said that a quote would be needed to ensure only the plug socket for the music source cuts out rather than all electric and lighting which could be a health and safety hazard. **Action: Cllr Harrison / Ginetta Adams to look into this.**

## **8. Chase Lighthouse and PGCC use**

Cllr Cartwright left the room due to the conflict of interest.

Cllr Harrison proposed that PGCC Committee made a recommendation to Full Council that they were in support of allowing Chase Lighthouse to continue to use the foyer at PGCC every Sunday 12pm-2pm for the next few months, until the time that the Council Community Grants have been awarded. Chase Lighthouse would be applying for a Community Grant to cover the cost of the hire and today's recommendation was a short term measure until this time.

Cllr Downs said she was supportive of the work of Chase Lighthouse but that this was fundamentally a Community Group founded and managed by a Councillor and that the Committee would be setting a precedent for all Community Groups to have free hire, if not then it would be treating Chase Lighthouse differently which is not the right message to send to the community.

Cllr Roden suggested that Councillors attend the Food Table to see the good work they do.

- Proposed: Cllr Harrison
- Seconded: Cllr Roden
- Abstained: Cllr Mawle, Cllr Downs, Cllr Jagger.

It was agreed that the proposal would be taken to Full Council to decide, without a recommendation from the PGCC Committee.

**Cllr Harrison said that due to time restraints, the Committee would now consider agenda item 13 and then move to item 18 in private business.**

### **13. Hire Agreement**

Cllr Harrison said the new PGCC hire agreement was a large document that had been condensed by the Working Group during a 4 hour meeting and thanked them and also Cllr Woodhead who was not a Committee member.

Cllr Downs thanked the Working Group for the time and effort they had spent on the new hire agreement. Cllr Jagger agreed.

Cllr Mawle asked if Council would send the new hire agreement to a solicitor to review to ensure it is compliant and enforceable. Cllr Harrison said she has no concerns with it as it is a similar format to most hire agreements. Cllr Downs suggested that Full Council approve the hire agreement amendments and then seek legal counsel to review the document. **ACTION: Cllr Harrison to monitor.**

Cllr Roden asked about the PGCC waste contract and asked whether it is realistic for hirers to remove their own rubbish after a party / function. Cllr Downs said the contract for waste removal does not include food waste. Amanda Craggs that runs the bar said that she leaves the rubbish left over from the bar (bottles / tins etc) and places in the Council's bin.

Cllr Harrison proposed that the revised hire agreement is taken to Full Council for review and acceptance.

- Proposed: Cllr Mawle
- Seconded: Cllr Cartwright
- All present voted in favour, Cllr Roden abstained.

Meeting closed to the public due to the confidential nature of matters discussed.

### **18. Private Business**

Cllr Harrison updated Cllr Cartwright and Cllr Mawle on the staff structure that had been discussed in the FPOPS Committee.

**Meeting End.**