



09<sup>th</sup> November 2022

Dear Councillor,

The Pye Green Community Centre Committee Meeting will be held **at 7:00pm on Monday 14<sup>th</sup> November 2022 in Meeting Room 1** at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP.

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

Yours sincerely,

*Lindsey Smith*

Lindsey Smith  
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**Hednesford Town Council**  
**Pye Green Community Centre Committee Meeting**  
**Monday 14<sup>th</sup> November 2022 @7pm**

To be held at Pye Green Community Centre, Bradbury Lane, Hednesford  
The public are invited to attend the meeting in person.  
The meeting will live stream on the Council Facebook page

**1. Public Participation**

**2. Apologies**

**3. Declarations of Interest**

**4. Minutes**

- I. To review and approve the minutes of the previous PGCC Committee Meeting on 10<sup>th</sup> October 2022

**5. Chair's Update**

- I. Historic Hednesford Event
- II. Historical Items Register
- III. Community Engagement Event

**6. PGCC Marketing**

- I. Discussion to decide on what options are currently open to be researched & actioned based on Councilor and Officer time as well as Council budget

**7. Community Groups Room use**

- I. usage/guidelines policy document status
- II. Citizen's Advice Bureau – formal written agreement required [can be excluded if this is with FP&Ops]

**8. Building Survey remedials status**

- a. Review of x1 initial quote and report from a local contractor
- b. Proposal to engage a Maintenance Management Company to manage the establishing of work required, obtaining of quotes from appropriate companies and the implementation of necessary work (Cllr Harrison and Cllr Mawle).

**9. PGCC Hirers Form (Cllr Harrison & Chief Officer Lindsey Smith)**

**10. Operational PGCC Literature (Chief Officer Lindsey Smith)**

**11. To consider the following motion from Chair Cllr Harrison**

- I. To review the x3 quotes received for the remedial work required by the EICR and recommend a quote for moving forward to Full Council for approval for commencement of work. This is an updated Motion following outcome of last Committee Meeting

**12. PGCC Hire Agreement (Cllr Harrison and Chief Officer Lindsey Smith)**

- I. To consider the following motion from Chair Cllr Harrison – the hire agreement currently reads, in relevance to the Function Room, “The one-off flat fee of £195 is promotional rate for the Queen’s Jubilee Year and will be available till end of December 2022.” I propose to reword the hire agreement to allow this promotion to run until the end of this Council administration. I feel that in the current cost of living crisis we cannot justify resuming the previously stated charge of over £300.
- II. Review work is required on the agreement to add missing information or update existing wording including the following suggestions:
  - Bar charge – not stated what any separate charge will be for hire outside of the promotional offer
  - Terms of bar being available – stipulation may need to be made that a “bottled only bar” would be available for children’s parties, unless it falls on the same weekend as an adult bar party (due life of barrels)
  - Meeting Room 2 charges – no rate for one-off hire; long-term hire is stated as same as Meeting Room 1
  - Deposit – Officer Ginetta Adams, during her HTC employment, was advising hirers that the deposit was £80. The hire agreement states £100.
  - Food waste – Biffa confirmed food waste etc can be disposed of in the skips. Do we wish to amend agreement so that parties and hirers do not have to take their waste away?
  - Amendment to hire times/promotional period for function room – Officer Ginetta Adams, prior to her departure, flagged up that our current window of charges “up to or from 5pm” could do with changing to “up to or from 6pm”. An amendment accordingly would make sense due to an existing long-term hirer being in the function room till 3pm.

**Private Business**

**13. PGCC Staffing discussion (Cllr Harrison & Chief Officer Lindsey Smith)**

**Date of next meeting**