



11<sup>th</sup> January 2024

Dear Councillor,

A meeting of the Pye Green Community Centre Committee Meeting will be held **at 7pm on Tuesday 16<sup>th</sup> January 2024 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.

Please inform the Deputy Chair or Proper Officer if you are unable to attend.

Yours sincerely,

*Lindsey Smith*

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**Hednesford Town Council**  
**Pye Green Community Centre Committee Meeting**

**Tuesday 16<sup>th</sup> January 2024 at 7pm at PGCC**

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

**1. Apologies**

**2. Declarations of Interest**

**3. Minutes**

To review and approve the minutes of the previous PGCC Committee Meeting on 21<sup>st</sup> November 2023

**4. Public Participation (max 30 mins)**

members of the public are invited to attend in person to raise any issues, concerns or comments relating to Pye Green Community Centre

**5. EV Plus Presentation (max 10 mins)**

EV plus contacted HTC re installation of car electrical charging points at PGCC. EV plus will present their product to committee for information purposes. Further companies will be contacted for information/comparisons and be invited to attend future meetings

**6. Operational/Maintenance Update**

- a. Bookings review – loss of income NYE 2023 and bookings to date 2024
- b. Advertising on railings – consider removing the banners so that the PGCC signage can clearly be seen from the road. Alternative provision for advertising available and to be discussed
- c. External Walls – maintenance update and proposed actions
- d. Inventory Update – overview of items secured from Prosperity Funding- Conference tables, chairs, seating, soundbar, plants, cleaning unit, carpet cleaner/steamer, solar lighting – lock ups, front gates

- e. Foyer/Entrance Area Roof – update on works completed to date above reception lobby, proposed schedule and costs for longer term repair of flat roof above noticeboards in reception area
- f. Centre waste disposal and recycling – overview and update on termination of Biffa contract and transfer over to Veolia. Based on a like for like contract of combined waste and recycling:  
Biffa combined costs - £1573.00  
Veolia combined costs - £985.21
- g. Automatic Doors – update on works completed
- h. Storage Lock up – discussion and recommendation regarding use by hirers and requirements of PGCC and HTC
- i. Legionella Risk Assessment – update, report and recommendations
- j. Heating – update, report and quote. Discussion and approval to be sought from Committee to recommend to full council that CIL is utilised to cover the costs

## **7. Finance Update**

- a. CIL funding – following on from agenda item 6j an overview of proposed costs to be covered by CIL – supported by copy of maintenance costs for 2023 and CIL spend spreadsheet
- b. Quarter 3 Report for PGCC Update – overview from Finance Officer – available at meeting
- c. Confirmation of agreed budget and precept 2024/2025 for PGCC
- d. PGCC Booking system – to discuss needs of PGCC booking process via new website and overview of a proposed system from Scribe
- e. Risk assessment update

## **8. Community Officer Update** – verbal update from Community Officer on current actions and activities

## **9. Events at PGCC**

Discussion led by Cllr Harrison regarding a schedule of paid events at PGCC

## **10. Items for next agenda** – please note that items cannot be discussed only noted for the agenda for next meeting

## **11. Date and time of next meeting** – Tuesday 19<sup>th</sup> March 2023 at 7pm