



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

**Tuesday 10<sup>th</sup> December 2024 at 7pm**

**Meeting held at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP**

### **Present:**

Cllr Garry Samuels (Chair)  
Cllr Paul Jones  
Cllr Debbie Cartwright  
Cllr Ron Turville

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

Chief Officer - Lindsey Smith  
RFO – Cheryl Kinsella

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

There were 2 members of the public present

### **1. Apologies:**

Cllr S Cartwright – ill

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

No declarations received

### **3. Previous Minutes**

Previous minutes from the PGCC Committee meeting held on 8<sup>th</sup> October 2024 could not be approved due to not being quorate as only Cllr G Samuels was present

### **4. Public Participation**

No issues were raised

### **5. Constitution**

Chief Officer informed that following the resignation of Cllr Harrison that there was a vacant place on the Committee

Cllr G Samuels gave his thanks to Laura Harrison for all her hard work and contribution to the PGCC Committee

## **6. Community Officer Update**

A full brief was provided at Full Council and no further updates were made

## **7. Operational/Maintenance Update/Issues**

a. Roof Repair – Chief Officer provided an update with the current roof situation and that it is difficult to trace where the leaks are coming from. Roofers will keep coming back until there are no more leaks and it is fixed

b. Car park wall – this is now flagged as high risk on the risk assessment and a decision was requested from committee as a matter of urgency. RFO explained that the rubber is recycled and that advice received from a specialist is that sleepers are not sufficient to hold back the bank. A lengthy discussion took place.

Propose: Cllr G Samuels  
Second: Cllr R Turville  
Agreed: 4  
Against: 0  
Abstain: 0

**Action: Wheel Stops, replacement of broken slabs and lining works were agreed in principle with the need to refer this to Chair, Deputy Chair and Chief Officer to agree under the emergency spend**

c. Disabled car parking bars – as above

d. Door Security – RFO advised that other options had been looked at including installing a battery base lock in house but due to not having the correct tools or knowledge it was impossible to fit. RFO has been trying to liaise with, and gain quotes from SCC has not received anything back. RFO explained how the quoted for locks would work but that 2 additional power points are required for MR1 and double doors into corridor.

Proposed: Cllr G Samuels  
Second: Cllr P Jones  
Agreed: 4  
Against: 0  
Abstain: 0

**Action: RFO to gain quotes for the installation of 2 electrical points and for PGCC Committee to refer the decision to next full council**

e. PGCC Storage – a conversation took place about the need to better storage at PGCC due to underutilised space and questions were asked about the proposed solution and cost confirmed at £182.00

Proposed: Cllr R Turville

Second: Cllr G Samuels  
Agreed: 4  
Against: 0  
Abstain: 0

**Action: Committee authorised the spend to install the improved storage. Caretaker to action**

f. Automatic front doors – Chief Officer and RFO gave an update regarding the automatic front door failure on Saturday 30<sup>th</sup> November 2024 together with resolution of the issue

g. Risk Assessment – RFO explained that fire risk assessment was not compliant and provided quotes for a certified assessor to complete the work of £420.00 plus VAT. A discussion followed about the requirements and other comparative quotes

Cllr P Jones declared an interest as is known to owner of the company from where the proposed quote has been obtained from

Proposed: Cllr G Samuels  
Second: Cllr D Cartwright  
Agreed: 3  
Against: 0  
Abstain: 1

**Action: Committee authorised for Officers to proceed and action the fire risk assessment**

h. Blind cords in function room – Officers explained that the cords have no break points and asked committee how they wish to proceed. It was agreed to shorten floor length cords and fix out of reach of small children as a short term measure and to gain quotes for repair/replacement

Proposed: Cllr G Samuels  
Second: Cllr P Jones  
Agreed: 4  
Against: 0  
Abstain: 0

**Action: Quotes to be gained for repair and/or replacement of cords to ensure that have a break point**

i. Baby Sockets Covers

Proposed: Cllr R Turville  
Second: Cllr D Cartwright  
Agreed: 4  
Against: 0  
Abstain: 0

**Action: Committee authorised spend of £8.99 (x2) for purchase of baby socket covers for function room**

## **7. Events at PGCC**

- a. Cllr G Samuels gave an update on the fish and chips quiz evening and held a discussion about other events options. Cllr G Samuels shared the dates for the next fish and chip supper quizzes – 18<sup>th</sup> January 2025 and a date in March 2025
  
- b. Cllr G Samuels discussed the idea of a youth club and also some kind of provision for SEN and will work on this with the Chief Officer in the new year and Cllr D Cartwright confirmed that the Christmas Eve food table will be running from PGCC on 24<sup>th</sup> December from 430pm to 630pm

Proposed: Cllr D Cartwright  
Second: Cllr R Turville  
Agreed: 4  
Against: 0  
Abstain: 0

**Action: Committee authorised the free use of PGCC for the purpose of running the Christmas Eve community food table**

## **9. Motion to move to private and confidential business**

Proposed: Cllr P Jones  
Second: Cllr D Cartwright  
Agreed: 4  
Against: 0  
Abstain : 0

## **10. Date of next meeting**

Tuesday 11<sup>th</sup> February 2025 at 7pm

Members of the public were invited to leave the meeting

11. Private and confidential

a/b. A detailed discussion took place about booking rates at PGCC and admin fees

Proposed: Cllr R Turville  
Second: Cllr P Jones  
Agreed: 4  
Against: 0  
Abstain: 0

**Action: Officers to draft proposals and bring back to February 2025 Committee meeting to be resolved**

- c. A discussion took place about recent noise complaints and the potential to bring closing times in line with licensing laws

**Action: Officers to draft proposals and bring back to February 2025 Committee meeting to be resolved**

Cllr G Samuels proposed suspending the standing orders to enable remaining business to be discussed

Proposed: Cllr G Samuels

Second: Cllr R Turville

Agreed: 4

Against: 0

Abstain: 0

- d. 2 penalty charges were discussed and committee were requested to confirm action

Proposed: Cllr D Cartwright

Second: Cllr Paul Jones

Agreed: 4

Against: 0

Abstain: 0

**Action: Committee upheld the decisions made by Officers regarding enforced penalty charges**

- e. Chief Officer provided an update on the PGCC Officer role and other changes to staffing structure

Meeting closed at 8:18pm

Signed (Chair of PGCC Committee):

Date: