



04<sup>th</sup> December 2024

Dear Councillor,

You are summoned to attend the meeting of the Pye Green Community Centre Committee to take place **at 7pm on Tuesday 10<sup>th</sup> December 2024 in Meeting Room 1** at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP.

The matters for your consideration and any supporting documentation are attached for your information.

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

Yours sincerely,

*Lindsey Smith*

Lindsey Smith  
Chief Officer  
Hednesford Town Council

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

**Tuesday 10<sup>th</sup> December 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 Tuesday 8<sup>th</sup> October 2024

**4. Public Participation (max 20 mins)**

members of the public are invited to attend in person to raise any issues, concerns or comments relating to Pye Green Community Centre. If a written response is required the member of the public is to leave their name and contact details with the Proper Officer

**5. Constitution**

- a. Following the resignation of Cllr Laura Harrison there is a vacant position on the committee

**6. Community Officer Update – verbal update**

**7. Operational/Maintenance Update/issues**

- a. Roof Repair – additional repairs to the roof at PGCC was resolved by full council and works have been completed. A small leak still persists and to investigate if this is coming from the roof or a pipe
- b. Damage to carpark wall – this is now deemed as high risk and urgent action is required. 4 options have been quoted – see attached from Hilton Main Construction. Committee to agree option to proceed with including invoking emergency spend

- c. Disabled Parking Bays – quote received to remove existing bay markings and to reapply in correct disabled bay sizing. £785.63 plus VAT
- d. Door Security – quote received to provide door security was deemed as too high by committee – quote received was to provide locking keypads on HTC Office, MR1, MR2 and double doors from reception through to corridor - £2,913.00 plus VAT. Alternatives have been investigated but are difficult to self-install due to not having the correct tools to do so. Committee to please advise on how to proceed
- e. PGCC Storage - Caretaker has priced up installing appropriate storage of cleaning materials within the cleaning cupboard at PGCC. Committee to consider and approve quote for £
- f. Automatic Door Failure – update
- g. Risk Assessment - Car park retaining wall now flagged as high risk. Guidance from gov.uk informs that fire risk assessments must be carried out by someone with a level of competency and who has been fire risk trained. Committee to please advise on how to proceed
- h. Blind cord in Function Room - the cords on roller blinds are metal cord with no break point. Cords on the vertical blinds are plastic with break points but one has been repaired with tape preventing the break point from occurring. Discussion and decision required on how to proceed with ensuring the cords are compliant
- i. Baby Socket Covers – request to committee to resolve spend of £8.99 to purchase 12 baby proof socket covers for the function room

## **8. Events at PGCC**

- a. Fish and Chip Supper Quiz – new dates
- b. Other ideas for consideration

## **9. Motion to move to private and confidential business** – if the motion is passed members of the public will be asked to leave the meeting

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

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

## **11. Private and Confidential Business**

- a. Booking rates
- b. Admin fee
- c. Terms and conditions
- d. Penalty charges
- e. Officer Update