



ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY
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DRAFT Minutes of the Redhouse Community Centre Committee meeting Held on Monday 19th November 2018 at 2:00pm at Redhouse Community Centre, Frankel Avenue, Swindon

Councillors Present: Derek Ricketts, Vera Tomlinson, Vince Williams and Kevin Woods
Officer Present: Emma Sylvester, Verity Marasco

- 1 ELECT A CHAIRMAN
RESOLVED**
To elect Cllr V Tomlinson as Chairman to the Redhouse Community Centre Committee
- 2 ELECT A VICE-CHAIRMAN
RESOLVED**
To elect Cllr K Woods as Vice-Chairman to the Redhouse Community Centre Committee.
- 3 APOLOGIES FOR ABSENCE**
Apologies were received from Cllr Cole and Friend
- 4 DECLARATIONS OF INTERESTS**
None
- 5 PUBLIC RECESS**
No public present
- 6 TERMS OF REFERENCE**
Members approved draft terms of reference to recommend to Full Council for approval.
- 7 OVERVIEW OF CENTRE USAGE**
 - (i) The Centre Administrator reported that the Centre was well used with a number of regular bookings during the week and one-off bookings at weekends. Cllr Williams asked if the Centre Administrator could provide figures on usage and any gaps.
Members discussed usage of outside and it was agreed that Cllr Williams and Woods would look into weatherproofing to maximise storage.
Members discussed size of Centre Administrator's office and agreed to discuss at the next meeting.
 - (ii) Members received income and expenditure reports since the transfer of the centre and agree to discuss in detail at the next meeting.
- 8 STAFF UNIFORM**
Members discussed the current uniform and requirements of current staff.
RESOLVED
To delegate decision to Centre Administrator and Clerk to purchase polo shirts, fleeces, trousers and waterproofs for the caretakers to include the St Andrews Parish Council logo up to a budget of £300.

- 9 ALARM**
- (i) Members discussed the current alarm system and the Centre Administrator reported that in the last year there had only been one call out. Cllr Williams suggested that CCTV may be an option. It was agreed to obtain quotes for CCTV and discuss at the next meeting.
 - (ii) Members discussed security of the Hut and safety of staff working alone. It was agreed to obtain quotes for additional sensor in the Hut, intercom for the Clerk and Centre Administrator and bells.

10 CLEANING
Members discussed the cleanliness of the Centre along with the time taken by caretakers during their shift. It was agreed to refer this to the Staffing Committee.

11 EQUIPMENT RESOLVED
To purchase two teapots for the use of Redhouse Community Centre up to a total cost of £50.00

12 SWEET SALES
After some discussions it was agreed to have the sweet sale stand removed. The Centre Administrator was asked to look into healthy alternatives.

13 BANNERS
Members discussed the issues surrounding places banners on the railings of Redhouse Community Centre.
RESOLVED
To not allow banners on the railings.

The meeting closed at 3.33pm.

Chairman _____

Date _____