



St Andrews Parish Council

**Draft Minutes of the Redhouse Community Centre Committee
Meeting held on Wednesday 16th March 2022 at 7:30pm
at Redhouse Community Centre, Frankel Avenue, Swindon**

Councillors Present: Kola Beyioku, Friend, Paul Morris (Chairman), Vera Tomlinson and Vince Williams
Officer Present: Emma Sylvester and Centre Manager
Public Present: 0

8. APOLOGIES FOR ABSENCE

None

9. DECLARATIONS OF INTEREST

None

10. PUBLIC RECESS

No public

11. MINUTES RESOLVED

That the Minutes of the meeting held on 16th June 2021 were approved as a true record and signed by the Chairman.

12. OVERVIEW OF CENTRE USAGE

- (i) The Centre Manager reported on the timetable of current bookings explaining that bookings were going well. Party bookings at the weekends are now back following covid restrictions and a new monthly bizarre on a Sunday afternoon. Afternoon bookings are slow with many weekdays afternoon slots free.
- (ii) Members received income and expenditure reports up to February 2022 showing that the Centre is £13k in profit as detailed in the attached documents in the Minute book.
- (iii) The Centre Manager reported that the website had been updated which now allowed for a personalised website.

RESOLVED to change the website to www.redhousecc.co.uk and www.redhousecc.com if possible.

13. MAINTENANCE

- (i) Members discussed quotes for decorating of two halls.
RESOLVED to ask for revised quotes from the three companies to include bumper bars sides and place on the next Full Council agenda.
- (ii) Members discussed quotes for new mechanism for the automatic doors.
RESOLVED to ask for revised quotes requesting that the doors are changed to open outwards and place on the next Full Council agenda.

14. UTILITY COSTS

Members discussed the centre usage of electric, gas and water. Nothing unusual was reported. Members asked for quotes to be obtained to install air conditioning into the pre-

school room. Members noted utility costs and discussed budgeting when the staff in the parish hut go to the new depot.

15. **OUTSTANDING BALANCES**

- (i) Members discussed the two outstanding debts from hirers of Redhouse Community Centre. **RESOLVED** to recommend to Full Council that these debts are written off due to the circumstances of the hirer.
- (ii) Members discussed the current Terms and Conditions of hiring Redhouse Community Centre regarding payments and credit. Members discussed credit agreement for regular bookings and one-off bookings.
RESOLVED to review a draft debt collection policy at the next meeting.

16. **CHARGES**

- (i) Members discussed the current charges noting that these were last reviewed in May 2019 where a change was made to the discounts keeping the standard hourly rate the same. **RESOLVED** To not make any changes to the hourly rate and review in six months' time (September 2022)
- (ii) The Clerk reported that at the last budget meeting it was decided to account for bank charges to Redhouse Community Centre under the Centre Code for Redhouse Community Centre (700). These charges were for payment of cash and cheques. The Centre Manager reported that most people pay by BACS where there are no charges.

17. **LEASE**

The Clerk reported that both the 99-year lease with Swindon Borough Council and sub-lease with Glitterbugs had been executed.

18. **STAFFING**

The Centre Manager reported that the vacancy for Casual Caretaker had now been filled which would open up the weekend evenings slots again and the current caretaker covering for the member of staff on maternity leave has agreed to remain a Casual caretaker to cover any holidays or sickness.

The Committee expressed big thanks to the Centre Manager and her team for such a wonderful job they were doing on running the centre and keeping the cleanliness to a very high standard.

The meeting closed at 8:45pm.

Chairman _____

Date _____