



St Andrews Parish Council

**Draft Minutes of the Redhouse Community Centre Committee Meeting
Held on Wednesday 14th June 2022 at 7:00pm
at Redhouse Community Centre, Frankel Avenue, Swindon**

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

1. APOLOGIES FOR ABSENCE

None

2. ELECTION OF VICE-CHAIRMAN

RESOLVED To elect Cllr Vera Tomlinson as Vice-Chairman of the Redhouse Community Centre Committee.

3. DECLARATIONS OF INTEREST

None

4. PUBLIC RECESS

None

5. MINUTES

RESOLVED with two minor spelling and grammar amendments to approve the minutes of the meeting held on 16th March 2022 as a true record.

6. OVERVIEW OF CENTRE USAGE

(i) The Centre Manager explained that there had been some changes to the regular booking slots. There had been a couple of cancellations however most of these had now been filled or will be hired for children's parties. It was reported that customers are very happy with the hall and lots of compliments are received. It was agreed that the hall provides good facilities to customers.

Members discussed holding social events at the community centre for elderly residents which would start with a coffee morning. This would allow the parish council to chat to residents and gain views on what future events residents would like to see. **RESOLVED** for Cllr Friend to lead on this project with assistance from Cllr Tomlinson.

(ii) Members received and noted income and expenditure up to 31st May 2022 as detailed in the attached document in the Minutes book. Members were happy that the accounts were on track with what had been budgeted.

7. MAINTENANCE

(i) The Centre Manager reported that the automatic doors had now been installed and the contractor was expected back to fix the safety barriers. The air conditioning in the small hall has now been installed and hirers are very pleased.

(ii) The Centre Manager tabled a variety of shades of paint for decorating the centre **RESOLVED** to choose magnolia.

8. HIRE CHARGES

Members received and discussed a draft Debt Recovery policy agreeing that it was an excellent policy which had everything that the committee wanted.

RESOLVED to adopt Debt Recovery Policy as attached in the Minute Book.

9. OUT OF HOURS

The Centre Manager reported on current procedure for dealing with issues that arise outside of her working hours. The committee were informed that she is called for a number of incidents, many of which could be dealt with on her return and on occasions has had to come into the centre on her days off. Members felt that the Centre Manager's days off are to be exactly that, time away from work.

RESOLVED

That a notice is put up for staff to contact either Cllr Vera Tomlinson, Chairman of the parish council or Cllr Paul Morris, Chairman of the Redhouse Community Centre Committee. It was also agreed that a sign is placed on the front doors that in case of an emergency anyone requiring assistance should contact the police.

The Centre Manager also informed the committee of a safety concern from a member of staff and enquired whether CCTV could be installed at the centre. Members requested that advice was sought from the police regarding filming of hirers especially as there is a nursery on site.

The meeting closed at 7:55pm.

Chairman _____

Date _____