



# St Andrews Parish Council

## **Draft** Minutes of the Redhouse Community Centre Committee Meeting

Held on Wednesday 7<sup>th</sup> December 2022 at 7:00pm  
at Redhouse Community Centre, Frankel Avenue, Swindon

**Councillors Present:** Daniel Adams, Paul Morris (Chairman) and Vera Tomlinson  
**Officer Present:** Emma Sylvester and Centre Manager  
**Public Present:** 0

### 10. APOLOGIES FOR ABSENCE

Cllrs Mary Friend and Vince Williams

### 11. DECLARATIONS OF INTEREST

None

### 12. PUBLIC RECESS

None

### 13. MINUTES

**RESOLVED** to approve the minutes of the meetings held on 18<sup>th</sup> May and 14<sup>th</sup> June 2022 as a true record.

### 14. OVERVIEW OF CENTRE USAGE

- (i) The Centre Manager reported that during Autumn some regular hirers had reduced hours or cancelled but it was hoped they would return in the new year. This was because hirers had seen a drop in their customers which then doesn't make it financially viable to run classes.
- (ii) Members received utility usage report and the Clerk reported that the community centre was on a fixed rate until 2024.

### 15. MAINTENANCE

- (i) The Centre Manager reported that a new baby changer unit had been installed in the disabled toilet, the decorating had been completed and new bumpers placed around both rooms, however the cracks in the ceiling had returned. Members agreed for the Centre Manager to seek advice and report back to the next meeting.

### 16. WARM PLACES

Members considering offering Redhouse Community Centre as a warm space using volunteers supplied by Swindon Borough Council. Members were in support of the initiative however all had concerns about the space available in the centre as well as the safety of staff and if children attended the sessions.

**RESOLVED** not to pursue holding any warm space sessions in Redhouse Community Centre however the parish council would help to promote other venues in the parish.

### 17. POLICIES

- (i) Members considered an amendment to the Debt Recovery policy following a recommendation from Full Council. The committee did not agree with the change from Full Council and **RESOLVED** to recommend to Full Council that so long as

people pay the fees before the booking, they will be allowed to hire the centre. Amended policy attached in the Minute Book.

- (ii) **RESOLVED** to re-adopt the following Redhouse Community Centre policies:
  - a) Disabled Access
  - b) Safeguarding Children and Vulnerable Adults
  - c) Manual Handling
  - d) Emergency Action Plan
  - e) Ex-offenders Policy
  - f) First Aid Policy

## 18. ACCOUNTS AND EXPENDITURE

- (i) Members received income and expenditure up to 30<sup>th</sup> October 2022. It was agreed that considering everything that had gone on with COVID and the cost of living crisis the centre was doing well.
- (ii) Members considered the following reports:
  - a) Broadband and Telephone – **RESOLVED** to move the Redhouse Community Centre contract for telephone and broadband to Virgin Media at a cost of £35 a month for 2 years from BT which was costing £65.12 a month.
  - b) Sanitary and Nappy Service – **RESOLVED** to stay with current provider PHS at an annual cost of £173.20

## 19. BUDGET

- (i) Members discussed budget requirements for 2023-24 and agreed to recommend to Full Council that the budget for temporary staff is increased to £100. Members agreed with all other proposed figures.
- (ii) Members discussed expected income and hall hire charge for 2023-24. **RESOLVED** not to increase charges for the next 3 months and to reconsider after this time.

## 20. CLIMATE CHANGE

Members considered actions that could be taken in Redhouse Community Centre to help fight against climate change. Members were concerned about the cost of environmentally friendly products e.g., toilet cleaner, recyclable paper towels etc. The Clerk reported that action had been taken regards to the use of water which included changing the tap inserts to reduce the flow of water. The Centre Manager agreed to turn the heating down slightly and reported that she had changed cloths and mop heads to washable. It was agreed to pass this information over to the Grounds Maintenance committee.

## 21. SUB LEASE

Members discussed sub leases and agreed to review again at the next meeting.

The meeting closed at 9:25 pm.

Chairman \_\_\_\_\_

Date \_\_\_\_\_