



# St Andrews Parish Council

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

Held on Wednesday 19<sup>th</sup> July 2023 at 7:30 pm  
at Redhouse Community Centre, Frankel Avenue, Swindon

**Councillors Present:** Daniel Adams, Mary Friend, Paul Morris (Chairman), Vera Tomlinson, and Vince Williams  
**Officer Present:** Emma Sylvester - Parish Clerk  
Centre Manager  
**Public Present:** 0

### 2. **APOLOGIES FOR ABSENCE**

None

### 3. **ELECT A VICE CHAIRMAN**

**RESOLVED** To elect Cllr Vera Tomlinson as Vice Chairman to the Redhouse Community Centre Committee

### 4. **DECLARATIONS OF INTEREST**

None

### 5. **PUBLIC RECESS**

There were no public present. Councillors discussed if there was anything they could do to encourage the public attend. Members felt that if there was something on the agenda that residents were interested in, they would attend.

### 6. **MINUTES**

Members received the minutes of the last meeting and **RESOLVED** to approve the minutes of the last meetings held on 22<sup>nd</sup> March 2023 and 24<sup>th</sup> May 2023 as a true record and signed by the Chairman.

### 7. **OVERVIEW OF CENTRE USAGE**

The Centre Manager reported that bookings were going well at the community centre. Afternoons continued to be quiet, and a couple of hirers have taken a break over the summer months returning in September. It has not been possible to fill the spaces due to them only being available for a couple of months. The Centre Manager added that the nursery would be closed for the summer months however weekday parties and one-off bookings are currently filling up the spaces.

Members agreed that the Centre Manager was doing a fantastic job running Redhouse Community Centre and asked for thanks to also be passed on to the caretakers as the Centre was always looking clean and tidy. The Centre Manager reported that the new caretaker was settling in well and doing a great job. He is able to cover the late shifts which means bookings can be taken on the weekends.

Cllr Tomlinson asked the Centre Manager if local residents were still using the Community Centre car park. The Centre Manager responded that residents were using the car park on a regular basis. It was agreed to discuss this at the next meeting.

### 8. **ACCOUNTS AND EXPENDITURE**

Members received a report on the current income and expenditure up to 30th June 2023 as detailed in the document attached in the Minute Book. The Centre Manager shared that she had

been buying in bulk, so although 50% of the General Consumables budget had been spent in the first quarter it was hoped that sufficient stock on some regularly used items had been purchased to last the year.

**9. CCTV**

- (i) The Centre Manager informed members that Full Council had approved the installation of CCTV for the safety of staff, and this had now been completed. Staff training would be taking place on Thursday 20<sup>th</sup> July 2023 and following the approval of a CCTV Policy the camera could be switched on.
- (ii) Members discussed the draft CCTV policy including how long recordings were kept for. **RESOLVED** with minor amendments to accept the CCTV policy as detailed in the document attached in the Minute Book.

The meeting closed at 7:51 pm.

**Chairman** \_\_\_\_\_

**Date** \_\_\_\_\_