



St Andrews Parish Council

DRAFT Minutes of the Redhouse Community Centre Committee Meeting held on Wednesday 1st October 2025 at 7:00 pm at Redhouse Community Centre, Frankel Avenue, Swindon

Councillors Present: Jake Chandler, Paul Morris (Chairman) and Vince Williams
Councillors Not Present: Daniel, Adams and Kola Beyioku
Officer Present: Emma Sylvester - Parish Clerk
Alex Hughes, Temporary Centre Manager
Public Present: 2

1. APOLOGIES FOR ABSENCE

None received

2. DECLARATIONS OF INTEREST

None

3. RESOLVED to bring forward Agenda Item 8 Burger Van

4. BURGER VAN

The Chairman invited members of the public to speak regarding their request to place a burger van in the car park at the Redhouse Community Centre. The resident explained that they wished to operate their mobile burger van on the first Saturday of each month, between 4:30 pm and 9:00 pm. Most orders would be placed online for collection. The resident requested use of electricity from the Community Centre and confirmed they would provide the necessary documentation, including street trading licence, insurance, and risk assessment, and would ensure the area was kept free from rubbish.

Members discussed the request. The Clerk advised that permission must first be sought from Swindon Borough Council (SBC) as the landlord.

RESOLVED

To seek permission from SBC and consult local residents for a period of two weeks. Providing that no issues were raised, to grant permission to the local resident to operate a burger van in the RCC car park at a cost of £50 per session, commencing 1 December 2025, for a trial period of three months.

5. ELECT A VICE CHAIRMAN

RESOLVED

To elect Cllr Vince Williams as Vice Chairman to the Redhouse Community Centre committee.

6. MINUTES

With the addition of page numbers to the minutes Members **RESOLVED** to approve the minutes of the meeting held on 28th April 2025 as a true record and signed by the Chairman.

7. TERMS OF REFERENCE

- (i) Members received a copy of the Terms of Reference for this committee
- (ii) The Clerk highlighted that the Committee's Terms of Reference currently allow expenditure of up to £500 only, which does not provide an efficient committee structure, as the majority of expenditure exceeds this limit and therefore requires approval by Full Council.

RESOLVED

To recommend to Full Council that this committee can spend up to £2000

8. ACCOUNTS AND EXPENDITURE

Members received reports on income and expenditure. The Clerk highlighted some budget pressures, noting that projections indicated a significant shortfall for Redhouse in 2025/26. Members discussed factors contributing to this, including hire charges and staffing costs. The Clerk also noted that the stationery budget had been fully utilised.

RESOLVED

To recommend to Full Council that an additional £100 be allocated from General Reserves to the stationery budget for the remainder of the financial year.

9. CENTRE OPERATIONS, MAINTENANCE AND UPDATES

- (i) The Temporary Redhouse Community Centre Manager reported that, generally, the hall was busy with bookings, although afternoons were quieter. Since the recent increase in hire charges, two hirers had cancelled and two had not yet rebooked, with one expressing uncertainty about continuing. Weekends remained fully booked with regular hirers and children's parties.

RESOLVED

that the Manager increase marketing for the hall through social media and posters around the parish.

- (ii) Members noted that, as the last RCC Committee was not quorate, a number of urgent matters were referred to Full Council for decision. The Temporary RCC Manager reported as follows:

a. Utility Suppliers – New contracts had been arranged with British Gas, Positive Energy and Everflow.

b. New Hire Charges had been agreed starting from 1st October 2025

- (iii) Members considered a request from subtenant to place a play house in the garden of the small room.

RESOLVED to allow placement of play house in garden of small room however the council would not take any responsibility for insurance or damages.

- (iv) Members considered expenditure for repairs in garden of small room.

RESOLVED to approve expenditure up to the value of £300 for paths to path and grass.

10. TAXI POLICY

Members received and considered a report from the Temporary RCC Manager regarding amendments to Taxi Policy.

RESOLVED

For Temp RCC Manager to seek professional advice from HR and report back to the next meeting

11. MUSIC LICENCE

Members receive and considered a report from the Temporary RCC Manager regarding holding a music licence.

RESOLVED

That as the centre only held small scale events between 8am and 11pm there was no requirement for a music licence.

12. FINANCIAL RISK ASSESSMENT

Cllr Williams went through the Financial Risk Assessment and members considered risks for Redhouse Community Centre

RESOLVED

To recommend to Full Council the agreed risks and Temporary Manager obtain quotes for the ongoing costs of CCTV.

13. BUDGET

Members considered projects to be included in the budget for 2026/27. The following items were raised:

New tables - £750

New reception chairs - £500

New play equipment - £1000

To save funds for future play repairs/new equipment - £2000
Website contribution - £750

14. EXCLUSION OF PRESS AND PUBLIC

RESOLVED That, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business to be discussed.

15. SUB LEASE

- (i) Members received a report from Temporary Centre Manager regarding charges relating to sub lease.
- (ii) Members discussed the recommendations. The Clerk highlighted issues regarding cleaning and advised that any agreed changes would need to be reflected in the sub-lease, with the solicitor updating accordingly.

RESOLVED to recommend to Full Council an increase in charges as detailed in the attached document, to offer a meeting with the sub-tenant to present the changes, and to update the sub-lease with the solicitor as required.

16. HALL HIRE COMPLAINT

Members consider a confidential complaint received from a local resident regarding issues connected to a current hall hire arrangement at Redhouse Community Centre.

RESOLVED for Temporary RCC Manager to speak to hirer and to monitor the situation.

The meeting closed at 9:25 pm.

Chairman _____

Date _____