

## MINUTES

Vicars Cross Community Centre Sub Group on Tuesday 11<sup>th</sup> February 2020 at 6.00pm.

1	<p><b>Present:</b> Cllrs Peter Bulmer, Pauline Cox, Steve Collings, Krissie Myler and co-opted members Jane Taylor and Alan Stove</p> <p><b>Apologies:</b> Keith Scargill</p> <p><b>In attendance:</b> Kath Lloyd, Clerk and Jodie Ronan, VXCC Manager</p>
2	<p><b>Declarations of Interest:</b> none declared. It was agreed that as good practice, the co-opted members would complete Declarations of Interest.</p>
3	<p><b>Review of previous meeting minutes and outstanding actions:</b> the minutes of the meeting on Tuesday 14<sup>th</sup> January were agreed as accurate and the following outstanding items were discussed:</p> <ul style="list-style-type: none"> <li>• Arrow have made a payment towards the January invoice but have paid the previous rate. The Centre Manager has contacted them, sent clarification of the increased rates and is awaiting payment of the balance.</li> <li>• The Centre Manager has received a payment of £1504 from CWaC Members Budget towards the installation of the new heating system.</li> <li>• The insulation of the loft space above the kitchen has been fitted by Ed Lloyd Electricians who also made the wiring safe.</li> <li>• The Dementia Friendly session was held on Friday 17<sup>th</sup> Jan and attended by 18 people. It was agreed that another session would be planned for May 2020.</li> </ul> <p><b>ACTION:</b> Clerk to contact AgeUK to arrange.</p> <ul style="list-style-type: none"> <li>• The Centre Manager has received three quotes for the line marking – <ul style="list-style-type: none"> <li>- Replay (recommended by Oldfield Primary School) have quoted £1900 + renewing the lines on the main car park and lines on the small car park at £1400</li> <li>- Playforce have quoted £2700 (no quote for car parks)</li> <li>- Kyle Whiteley, a local business, has quoted £270</li> </ul> </li> </ul> <p>There was a discussion about the merits of using a local small business if possible.</p> <p><b>ACTION:</b> the Centre Manager will seek references or evidence of previous work from Mr Whiteley and report back to the sub group.</p> <p><b>RESOLVED:</b> the sub group recommend that the council approve upto £2000 expenditure on the line marking (from Members Budget) subject to agreement on the most suitable contractor.</p>
4	<p><b>Business report review:</b> The Centre Manager gave a verbal update of the business report which had been circulated prior to the meeting. There was also a discussion about the Centre Manager spending some dedicated time investigating and implementing a cost effective online booking system. <b>RESOLVED:</b> the sub group recommend authorisation of up to 20 hours overtime in order to implement a system subject to regular reports from the centre manager.</p>

<b><u>Upcoming Private Bookings</u></b>	Private party bookings 3/6 Saturdays for the next 6 weeks.
<b><u>User Group Bookings</u></b>	Currently 16 regular User Groups. Sweaty Mammams classes have stopped. Public Liability insurance copies expired: VXD overdue (June 19) – meeting with Clerk 11/02/20
<b><u>Community Cinema</u></b>	Next date: 8 <sup>th</sup> April – Military Wives
<b><u>General updates</u></b>	<ul style="list-style-type: none"> <li>• Vat Claim for Q 1,2 &amp; 3 2019-2020 sent to Clerk.</li> <li>• Rural Community Energy Fund – staffing issue, expecting to hear from new manager to discuss application in Feb.</li> <li>• Members budget (2) for help with heating costs successful - £1504</li> <li>• Upgrade to tarmac area – quotes being sourced.</li> <li>• One recent FB contact keen to hire out tennis courts and willing to pay. A recent Sunday - teenagers witnessed playing basketball on the court.</li> <li>• Insulation work in roof void – E Lloyd electricals due to sort 7/2/20.</li> <li>• Fire extinguisher relocate – Mal</li> <li>• Mal painting centre to freshen up marked areas.</li> </ul>

**5 Financial Update:** The Centre Manager distributed the latest Balance sheet and a summary of the financial situation.

Current amount in Natwest bank to date (10/02/2020) = £17,803.03

Income VXCC

09 Dec 2019-10 Feb 2020

Income from lettings	£6,579.04
Other income	£214.75 – cinema takings £6939 – GBPC for Jigsaw Heating Contractors £21.99 refund for IT product Curries £1504 – Member Budget for heating upgrades = £8,679.74
Total	£15,258.78

Expenditure VXCC

09 Dec 2019-10 Feb 2020

Expenditure total between these two dates	£12,273.20
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		(includes payment to jigsaw for heating)
	<p>The sub group thanked the Centre Manager for the overview and the Chair scrutinised and signed off the latest Bank Statements</p> <p>The Rural Community Energy Fund and Lottery 25 applications are still outstanding.</p>	
<b>6</b>	<p><b>2020 – 2030 VXCC Vision:</b> The sub group discussed the project plan which had been circulated electronically for comments. <b>RESOLVED:</b> that the plan be split into two sections – a café project and building maintenance/improvement plan and that an initial survey of local residents be created to assess demand for a local café.</p>	
<b>9</b>	<p><b>To review matrix document:</b> The document was discussed and the following amendments agreed:</p> <ul style="list-style-type: none"> <li>- On line booking system to be added within the Community Engagement section</li> <li>- Children’s film shows to be removed</li> </ul>	
<b>10</b>	<p><b>Date of next meeting:</b> Tuesday 10<sup>th</sup> March at 6pm</p>	
<b>11</b>	<p><b>To agree recommendations for approval:</b></p> <ol style="list-style-type: none"> <li>1. The sub group recommend that the council approve upto £2000 expenditure on the line marking (from Members Budget) subject to agreement on the most suitable contractor.</li> <li>2. The sub group recommend authorisation of up to 20 hours overtime in order to implement a system subject to regular reports from the centre manager.</li> </ol>	
<b>12</b>	<p><b>Information exchange:</b> none shared.</p>	

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## AGENDA PART TWO