

Minutes of the Vicars Cross Community Centre sub-committee meeting held at VXCC on Tuesday 11th December 2018 at 4.30pm.

1	<p>Present: Cllrs Peter Bulmer, Nigel Haslock, Trevor Jones, Keith Scargill, Apologies: Cllr Krissie Myler (ill) In attendance: Jodie Ronan VXCC Manager & Kath Lloyd, Clerk.</p>
2	<p>Declarations of interest: none declared</p>
3	<p>Review of previous meeting minutes and outstanding actions: it was agreed that all outstanding actions were covered elsewhere on the agenda.</p>
4	<p>Business report review: Jodie gave an overview of the Business report which had been circulated prior to the meeting.</p> <p>Upcoming Private Bookings</p> <ul style="list-style-type: none"> ➤ 15/12 – Party Booking ➤ 31/12 – NYE party TENS submitted (<i>Temporary Events Notice to extend time that centre is open</i>). Kath will open the centre that evening and the users will be responsible for locking up. They will return the following day to clear up and leave the key. ➤ 5/1 – Party Booking ➤ 19/1 – Party Booking ➤ 16/2 – Party Booking <p>User Groups Update</p> <ul style="list-style-type: none"> ➤ Evening Zumba class starting Jan ➤ Enquiry about support sessions Sundays 4-6pm – provisional <p>Booking Enquiries unable to accommodate –</p> <ul style="list-style-type: none"> ➤ Tuesday fitness session – wanted AM <p>Feedback / Compliments / Complaints</p> <ul style="list-style-type: none"> ➤ Parking: <i>there is an ongoing issue at busy times and the sub group discussed the potential of providing additional parking with either hardcore or tarmac at the side of the building. ACTION: Jodie will seek costs of both and report back.</i>
5	<p>Building improvements update: Cllr Haslock queried why there had been no application to the Parish Council for funding towards the toilet refurbishment and a discussion ensued about the parish council's responsibilities as the "landlord". It was observed that the sub group had been keen to demonstrate to the parish council that the community centre was economically sustainable and therefore had not wished to request financial assistance. However, it was agreed that it might be timely for the Finance Sub Group to consider the</p>

	<p>wider issue of establishing a landlord/tenant relationship regarding funding. RESOLVED: that the Finance Sub Group consider recommending that the parish council meet the costs of the recent drainage (£1900) and electrical work (£2500).</p> <p>Jodie reported a leak in the flat roof near the back door – the Maintenance Officer has cleared the gutters and provided a short term fix but it was agreed that an updated building survey was needed. A survey was done in 2015 when the building was handed over to the parish council and Jodie/Kath will try to find a copy.</p>
6	<p>Brightlife project review: A cinema session is planned on Friday 28th Dec (A Star is Born) and 30 tickets have been sold so far. Although there is further funding available from Brightlife, it is very targeted at groups providing targeted support for vulnerable groups eg, mental health, hearing or sight impaired or bereaved. The sub group agreed that it would be best to focus on other funding possibilities eg Rotary Club/Round Table/Lottery There was a further discussion on the long term sustainability of the community cinema and lunch clubs ACTION: Jodie will bring sustainability plan to next meeting.</p>
7	<p>Financial update: Jodie presented the latest financial reports and a copy of the bank statement and talked through the charts. The sub group noted that Cllr Scargill had done a spot check of the online bank account when he visited the Centre on 10th Dec.</p>
8	<p>Health and safety / policy/ risk assessments: the sub group are waiting for a risk assessment for the building which Kath will bring next time to demonstrate the need (or lack of need) for a CCTV system. The Fire and lighting inspections have taken place and been approved.</p>
9	<p>Hallmark Toolkit: The sub group felt that the toolkit was a very useful document and would be keen to work towards the award. ACTION: Jodie to check with Cheshire Voluntary Action if the centre is eligible to take part.</p>
10	<p>To review matrix: the sub group noted the actions against the items on the matrix. There was a discussion on the need to increase room hire rates annually, even if by a small amount, in order to ensure future income. However, there was a concern that some user groups might struggle to meet additional charges. Jodie is in the process of improving storage facilities and will be introducing charges for storage. ACTION: Jodie will bring comparison of other local community centre charges to the next meeting for a further discussion.</p>
11	<p>Date of next meeting: Tuesday 15th January 2019 at 4.30pm</p>
12	<p>Information exchange</p>