

Minutes of the Vicars Cross Community Centre sub-group meeting held in VXCC - on Tuesday 13<sup>th</sup> November 2018 at 4.30pm.

1	<p><b>Present:</b> Cllrs Peter Bulmer, Trevor Jones, Krissie Myler and Keith Scargill  <b>Apologies:</b> Cllr Nigel Haslock  <b>In attendance:</b> Jodie Ronan, VXCC Manager and Kath Lloyd, Clerk</p>
2	<p><b>Declarations of interest:</b> none declared</p>
3	<p><b>Review of previous meeting minutes and outstanding actions:</b> the minutes of the meeting on 9<sup>th</sup> Oct 2018 were agreed as accurate.          No action has yet been taken on costings and potential funding for tennis court nets and markings.</p>
4	<p><b>Business report review:</b> Jodie gave an overview of the Business Report and invited questions.</p> <p><b>Upcoming Private Bookings</b></p> <ul style="list-style-type: none"> <li>➤ 17/11 – 2 bookings - afternoon Children’s Party and evening 60<sup>th</sup> Party</li> <li>➤ 24/11 – Chester Tri additional booking</li> <li>➤ 1/12 – Party Booking</li> <li>➤ 8/12 – Party Booking</li> <li>➤ 15/12 – Party Booking</li> </ul> <p><i>Enquiries started for Jan but no confirmed party bookings yet.</i></p> <p><b>User Groups Update</b></p> <ul style="list-style-type: none"> <li>➤ Chester Tri Club – increased usage to 3 hours on a Thurs (previously 2 hours) for Nov (could extend this is it works out for them) and Sundays until end of year 6-8pm</li> <li>➤ First joint use of the centre booked for 5<sup>th</sup> Dec – Mindfulness session in Meeting Room 2 alongside Yoga in Main hall. (both parties agreed) £13 hourly rate used for meeting room.</li> <li>➤ Yoga increased their usage by 30mins a week.</li> <li>➤ Zumba for beginners started Fridays 11.30-12.30.</li> <li>➤ Insurances update – Renewal of insurance chased from - Amanda Roberts – Mindfulness Tutor &amp; Maritza Zumba.</li> </ul>

	<p><b>Booking Enquiries unable to accommodate –</b></p> <ul style="list-style-type: none"> <li>➤ Several party bookings for weekend as at capacity for afternoon booking slots.</li> <li>➤ Line Dance Weekly session PM</li> <li>➤ Art Class weekly – needed full 9-5 day</li> <li>➤ Art Fair – 4x year but needed full day – explained weekend school holidays is an option, awaiting response.</li> </ul> <p><b>Feedback / Compliments / Complaints</b></p> <ul style="list-style-type: none"> <li>➤ <b>Party Booking Comment via email –</b> “Just a quick email to let you know that our party went brilliantly on Saturday. The community centre was perfect for what we needed and looked great. Great facilities and everyone had a lovely time so thankyou.”</li> </ul>
5	<p><b>Building improvements update:</b></p> <ul style="list-style-type: none"> <li>• Jodie has received the Members Budget payment of £2960 which will fund the new carpets, paint and furniture for the training room</li> <li>• The new fuse box is being fitted on Friday 16<sup>th</sup> Nov however carpets have been delayed and a new date will be arranged</li> </ul> <p>There was a discussion about the potential need for a building survey to ensure that the flat roof is adequate. <b>RESOLVED:</b> to be investigated as part of the insurance renewal process.</p>
6	<p><b>Brightlife project review:</b> The film in October was MamaMia 2 and 58 tickets were sold giving an accrual of £290 which will go towards the sustainability of the community cinema project. The film on 28<sup>th</sup> Dec will be A Star is Born and marketing has been circulated to notice boards etc.</p> <p>There was a discussion about future sustainability of both the community cinema and the lunch clubs:</p> <ul style="list-style-type: none"> <li>- Each session of the community cinema costs £535, including staff time, room hire, Reels on Wheels and refreshments</li> <li>- Each session of the Lunch Club costs £330, including staff time, tutor costs and food.</li> </ul> <p><b>RESOLVED:</b> Jodie will bring a Sustainability Options for both to the next sub group meeting</p>
7	<p><b>Financial update (Brightlife Project &amp; VXCC):</b> Jodie shared an up to date finance report and there was a discussion about the cash flow following the toilets refurbishments. The sub group agreed that more clarification was needed from Cllr Whiteley on the format of the reports (which are now in line with GBPC).</p>
8	<p><b>Health and safety / policy/ risk assessments:</b> Jodie reported that all routine inspections are up to date. No further action was identified.</p>

9	<b>Terms of Reference:</b> the sub group considered the Terms of Reference which had been circulated prior to the meeting. <b>RESOLVED:</b> no changes needed at this time.
10	<b>To review matrix:</b> it was agreed that all actions had already been covered on the agenda. In addition: <ul style="list-style-type: none"> <li>- There was a discussion about the potential of CCTV coverage on the building which would also cover the new play area. <b>RESOLVED:</b> the Clerk will present a Risk Assessment at the next Sub Group meeting.</li> <li>- It had been agreed at the last Finance Sub Group meeting that the cost of gritting the car park would be split 50/50 with the Parish Council who have a responsibility for the safety of the car park. <b>RESOLVED:</b> Jodie to renew the gritting contract with NW Gritters who have quoted the same price as last year.</li> </ul>
11	<b>Date of next meeting:</b> Tuesday 11 <sup>th</sup> Dec at 4.30pm
12	<b>To agree recommendations for approval:</b> none needing further approval
13	<b>Information exchange:</b> Jodie shared a document from Cheshire Voluntary Action outlining the requirements to achieve a Hallmark for Community Centres. It is not clear if the centre could apply as it is aimed at charities. <b>ACTION</b> – Jodie will circulate and put on the agenda for the next meeting. Cllr Bulmer thanked Cllrs and staff for taking part in bulb planting around the centre. He will arrange more dates early in December.

Signed.....

Date.....