

# Great Boughton Parish Council

Minutes of the Vicars Cross Community Centre sub-committee meeting held in VXCC  
- on Tuesday 9<sup>th</sup> October 2018 at 4.30pm.

## PART ONE

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>          Jodie to feedback to the subgroup once a review of local hire venue rates has been done – not yet complete.</p>
4	<p><b>Business report review:</b> Jodie gave an overview of the business report which had been circulated before the meeting.</p> <p><b>Upcoming Private Bookings</b></p> <ul style="list-style-type: none"> <li>➤ 6/10 – Party Booking x2!</li> <li>➤ 13/10 – Party Booking</li> <li>➤ 20/10 – Chester Tri additional booking</li> <li>➤ 27/10 – Party Booking</li> <li>➤ 3/11 – Party Booking</li> <li>➤ 10/11 – Party Booking</li> <li>➤ 17/11 – 60<sup>th</sup> Party Booking</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> <li>➤             <ul style="list-style-type: none"> <li>○ <i>Booked out every Saturday for the rest of the year except 2 (22<sup>nd</sup> &amp; 29<sup>th</sup> Dec!)</i></li> <li>○ <i>Looking at online booking systems – will provide feedback next meeting.</i></li> </ul> </li> </ul> <p><b>User Groups Update</b></p> <ul style="list-style-type: none"> <li>➤ X my Art 10 week class – booked for 2019 -10 week day class from Feb 2019 &amp; 10 week evening Class from May 2019.</li> <li>➤ Monthly mindfulness sessions now agreed - next one 17<sup>th</sup> October.</li> <li>➤ 18 User Groups</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Insurances update – Awaiting renewal of insurance from Toddlers, Building Blocks, Arrow, Chester Tri Club, Amanda Roberts – Mindfulness Tutor.</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>➤ Sunday morning slot -Thai Chi Sessions</li> <li>➤ Mid week morning slot – Childminding Group</li> </ul> <p><b>Feedback / Compliments / Complaints</b></p> <ul style="list-style-type: none"> <li>➤ A local resident has emailed and asked if it would be possible to reinstate the tennis court on the rear tarmac. The Sub Group discussed the idea and agreed that Jodie should investigate potential sports funding to enable new tennis nets and painting of the area. To be discussed at the next meeting.</li> </ul>
5	<p><b>Building improvements update:</b>  The toilet refurbishment is now complete and feedback from user groups has been very positive. The Clerk of Works from D2 has signed the work off and the final invoice has been paid. There is still some small snagging to be done and Jodie has a date for that and there is a 5% retention for 60 days. The contractor has also upgraded the lighting in the building as a goodwill gesture as the scheme finished late.  The small meeting room off the toilets has been repainted and Jodie is seeking quotes for new carpets in the three meeting rooms/offices.</p>
6	<p><b>Brightlife project review:</b> The Community Cinema sessions are still proving popular – the next one is on 30<sup>th</sup> Oct and will be Mama Mia, Here we go again and the one after that will be on 28<sup>th</sup> Dec, film as yet unknown.  The Lunch Clubs are now all booked up and Jodie is planning to restart them in January. The Brightlife funding is due to end 31<sup>st</sup> March so there will need to be a continuation plan for the lunches which, so far, have been free of charge. <b>RESOLVED:</b> Jodie to calculate the cost of each Lunch Club session</p>
7	<p><b>Finance Review:</b> Jodie presented the accounts to 30<sup>th</sup> Sept and Cllrs were given a breakdown of the income and expenditure over the last 6 months. The bank balance is currently standing at £1948 and the parish council has supported by temporary funding the VXCC Manager’s salary for Sept and Oct to ease the cash flow. This will be reclaimed at the end of the financial year. It was acknowledged that the toilet refurbishment has used all reserves and that the income from lettings over the next few months will be needed to build the operational budget up again. However, it was noted that the centre has not needed to apply for any capital funding or grant from the parish council for the building work.</p>
8	<p><b>Health and safety / policy/ risk assessments:</b> Kath and Jodie are reviewing the current insurance policy and hope to make some savings next year.</p>

	<p>The electric fuse board will be updated in the near future in order to be compliant and the Sub Group discussed the best way of enabling the electrician to switch off the power for 6 – 8 hours. <b>RESOLVED:</b> Jodie will identify a date that causes least disruption to user groups and if need be, offer a refund/additional session to groups which are disturbed.</p> <p>The Centre currently pays around £2k per year towards the gritting contract which ensures that the car parks around the centre are safe during winter. After a discussion, the Sub Group <b>RESOLVED:</b> that the cost of the contract be split equally between the parish council and VXCC.</p>
9	<p><b>To review matrix:</b> the Sub Group reviewed the matrix and agreed no outstanding items.</p>
10	<p><b>Date of next meeting:</b> Tues 13<sup>th</sup> Nov at 4.30pm</p>
11	<p><b>To agree recommendations for approval:</b> that the cost of the gritting contract be split equally between the parish council and VXCC.</p>
12	<p><b>Information exchange:</b></p> <ul style="list-style-type: none"> <li>• Building Blocks After School Club has recently had an Ofsted Inspection.</li> <li>• The Open Spaces Sub Group have discussed the potential of an arts project/graffiti type installation on the rear wall of the Centre.</li> </ul> <p><b>RESOLVED:</b> Jodie to investigate potential funding and report back.</p>