

Vicars Cross Community Centre Sub Group meeting held at VXCC on Tuesday 12<sup>th</sup> November 2019 at 6.00pm.

## Minutes

1	<p><b>Present:</b> Cllrs Krissie Myler (Chair), Keith Scargill, Peter Bulmer, Pauline Cox, Steve Collings and co-opted members Jane Taylor, Alan Stove and Paul Morgan (local residents)</p> <p><b>Apologies:</b> Clerk Kath Lloyd and co-opted member Emma Fisher who has sent apologies but due to other commitments will not be able to attend future meetings.</p> <p><b>In attendance:</b> Jodie Ronan, Centre Manager (Minute Taker)</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 15<sup>th</sup> October 2019 were agreed as accurate and the outstanding items all to be addressed in this agenda.</p>						
4	<p><b>Business report review:</b> New layout business report was shared with Councillors;</p> <table border="1" data-bbox="172 1189 1457 2016"> <tr> <td data-bbox="172 1189 371 1323"><b><u>Upcoming Private Bookings</u></b></td> <td data-bbox="371 1189 1457 1323">Private party bookings every Saturday (2 on one Saturday) – except for 30<sup>th</sup> Nov (until 21<sup>st</sup> Dec)</td> </tr> <tr> <td data-bbox="172 1323 371 1682"><b><u>User Group Bookings</u></b></td> <td data-bbox="371 1323 1457 1682">Yoga AM cancelled Lunch clubs busy (28 at last one) Art advance booking confirmed for 10 week course from Feb 2020 Public Liability insurance copies expired: VXD overdue Chester Tri Club overdue</td> </tr> <tr> <td data-bbox="172 1682 371 2016"><b><u>Increase in rates Jan 2020</u></b></td> <td data-bbox="371 1682 1457 2016">Letters have been sent to all User Groups. Overall the feedback on the change has been fine. One user has said they will increase their rates to customers to cover this. Karate looking to reduce time of session on a Friday once new rates come in. One user expressed a concern that if the increase is implemented this should be to all users. They still felt the rate was a reasonable one.</td> </tr> </table>	<b><u>Upcoming Private Bookings</u></b>	Private party bookings every Saturday (2 on one Saturday) – except for 30 <sup>th</sup> Nov (until 21 <sup>st</sup> Dec)	<b><u>User Group Bookings</u></b>	Yoga AM cancelled Lunch clubs busy (28 at last one) Art advance booking confirmed for 10 week course from Feb 2020 Public Liability insurance copies expired: VXD overdue Chester Tri Club overdue	<b><u>Increase in rates Jan 2020</u></b>	Letters have been sent to all User Groups. Overall the feedback on the change has been fine. One user has said they will increase their rates to customers to cover this. Karate looking to reduce time of session on a Friday once new rates come in. One user expressed a concern that if the increase is implemented this should be to all users. They still felt the rate was a reasonable one.
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		Arrow expressed complaint about rate increase; see correspondence.
	<p><b><u>Community Cinema</u></b></p>	<p>30<sup>th</sup> Oct</p> <p><b>Children's Film</b> -cancelled due to only 5 bookings. Community contacted, people refunded, and we had to pay 50% of the contract to Reels on Wheels due to the late cancellation. No future Children films will be booked due to low uptake on both films booked to date.</p> <p><b>Over 50s showing-</b></p> <p><b>Takings = £312.17</b></p> <p>£240 - 48 tickets</p> <p>£36 - Raffle</p> <p>£36.17 - Donations</p> <p>Approx cost to run a cinema session</p> <p><b>£371.50</b></p> <p>£67.50 - room hire</p> <p>£54 - staffing</p> <p>£120 - buffet</p> <p>£120 - ROW hire</p> <p>£10 – drinks</p> <p>NEXT SESSION:</p> <p>23<sup>rd</sup> Dec 2019 - Judy</p>
	<p><b><u>Heating upgrade</u></b></p>	<p>Booked for 6<sup>th</sup>-17<sup>th</sup> Jan 2020. Awaiting contract and Risk Assessments Etc.</p> <p>User groups feedback on extended Xmas break taken OK with exception of Building Blocks, Clerk looking to source alternative Ofsted setting during the closure.</p>

**General updates**

- Vat Claim underway
- Solar panels outstanding – awaiting feedback from Rural Community Energy Fund to determine if proceed with CCE. Deadline March 2019 with CEE.
- Members budget submitted but not had any feedback yet.
- Honesty Café – last meeting discussed reducing this to water bottles only. Further thoughts on this, we will not offer single use plastic water bottles on site in line with Parish commitment to environmentally friendly measures.
- Jodie to purchase new noticeboard for exterior of the centre in the new year to promote what's on in the centre.
- Health event to be considered later in the new year now Jan will have the heating system upgrade and time slots are limited.
- Toilet check signs purchased and will be implemented from Dec.

A discussion was had about User Group – Arrow's feedback on the increase in rates, Cllrs wished to be informed if Centre Manager receives a response from Arrow to last communication sent.

Cllr Cox highlighted that the tea and coffee for the over 50s film was provided by the Parish council from a large purchase for a previous event so the '£10 drinks' line of the costs to the over 50s film can be removed. A discussion was also had about whether to include or not the cost of Centre Manager Salary and room hire in this breakdown. It was highlighted that if these budget lines were taken out (as they are not a direct cost to us), the last two films broke even. However, some Cllrs felt including these gave a more accurate picture, because if the cinema did not run this slot would be hired out to other bookings. Cllr Collings said the deficit could be something that Ward Cllrs could look into funding as it is a really popular event and gives this age group a regular event to attend in their community to help with social interaction. Cllr Collings also said that it will be good to get in a 2020 application for member budget sooner rather than later for the new tax year. **RESOLVED:** Jodie to approach Ward Cllrs from April 2020 to ask for funding to cover the deficit so Cinema sessions for that year can continue to run at no cost to VXCC after the remaining Brightlife funding has been utilised.

Jodie mentioned that she has not yet heard from CWaC Localities about the outcome of the recent VXCC members budget application. **RESOLVED:** Jodie to check with Andrew Redfern and Cllr Scargill to check with Keith Board on progress.

The heating upgrade was discussed, and Cllr Collings said he would confirm if there was any more members budget funding remaining for this current tax year that could support this upgrade. **RESOLVED:** Cllr Collings to notify Clerk if there is any remaining members budget funds that need to be spent before the end of March 2020 that we could potentially apply for.

**RESOLVED:** Clerk to make sure all posters in parish noticeboards that have the 'cancelled' banner are removed now the children's film event has passed, as some are still up.

Cllr Cox queried why the Parish noticeboard outside of the centre is no longer going to be changed to have purely VXCC information inside. **RESOLVED:** Jodie to check with Kath on reasoning before purchasing a new one for external wall of centre.

Alan Stove asked if all marketing of the cinema session was shared on Facebook with Vicars Cross Residents page as a local resident had asked him to raise this at the next meeting. Cllr Collings

	<p>confirmed he shares them to this page but it appears the last one wasn't listed, he will post information for future ones. <b>RESOLVED:</b> Jodie to continue to share any marketing for social media with Steve Collings for further distribution. Jodie will also bring along to next meeting a copy of the Facebook 'insights' page to share with Cllrs the reach and interaction of posts on Facebook.</p> <p>Jane Taylor mentioned the 'Next Door' app which also highlights what is happening in the local area. <b>RESOLVED:</b> Jodie to investigate this app and see if we can ensure we are listed for classes at the centre.</p> <p>Cllr Bulmer asked about progress with purchasing the new external. <b>RESOLVED:</b> Jodie to make progress with this and purchase sign.</p>
5	<p><b>Redevelopment idea VXCC:</b> Floor plans and pictures of the centre were shared with the group to generate ideas for a project plan for the next five years. Jodie suggested that the plans we take on board are focused around improving the centre to become more environmentally friendly. She shared ideas from a centre near London that had been developed with environmental impact at the forefront of decisions and has arranged a telephone discussion with the project manager for this to discuss further. <b>RESOLVED:</b> Jodie to share findings from this discussion in next subgroup.</p> <p>Jodie shared ideas that had been generated to date, that included redevelopment of the shower room, unused male toilets and table store area, and potentially the inclusion of Meeting Room 1 in this plan. This area to then be redeveloped to a functional café area that could be hired out for a community café to use. The area outside this part of the centre could also be adapted to provide a decked area for seating. Cllr Collings recommended visiting Upton Centre to see how they have carried out a project similar to this at their centre.</p> <p>Cllr Bulmer identified that the project plan needs to incorporate some initial funding for professional fees for gaining a clear picture on a project plan and feasibility of different options, including if there is a demand for a café in the area. This should be done before funding is sourced for the project.</p> <p>Cllr Myler suggested we could consider contacting local schools / university to see if they would be interested in developing a project plan as part of their course or look at the feasibility of different options such as a community café.</p> <p>Cllr Cox felt the centre had a lot of areas that were 'dead space' and used for storage instead of generating income. It would be good to include in the project making use of the height in the main storage rooms to generate space for adequate storage that does not take up all the floor space. Cllr Cox also suggested marketing of the centre as a multi use space with breakout areas for things such as training days and business meetings.</p> <p>Cllr Scargill recommended a small working group is set up to focus on this project.</p> <p>Cllr Collings felt it was important to include in the project plan something specifically to engage the youth within the community, to which all other Cllrs agreed this was a good idea.</p> <p><b>RESOLVED:</b> Jodie to work with Kath on project plan considering comments made at this meeting.</p>
6	<p><b>Financial update:</b> Jodie shared the bank balance (£11,978.32 –Statement end value for 31<sup>st</sup> Oct</p>

	2019) and talked through the financial report. The centre is awaiting the VAT return for the 3 <sup>rd</sup> and 4 <sup>th</sup> quarter of the last year and 1 <sup>st</sup> quarter of 2019-20. Subgroup were happy with finance report and did not have any further questions.
7	<b>Comments on updated booking forms 2020:</b> Members of the subgroup were sent copies of updated 2020 booking forms and user manual documents in advance of this meeting. No comments were raised in the meeting. <b>RESOLVED:</b> Subgroup to return any comments to Jodie on these documents before 22 <sup>nd</sup> Nov 2019.
8	<p><b>To review matrix:</b> there were no areas Cllrs had questions on at this time. Alan Stove did suggest Jodie to discuss with the Contractors carrying out the next Fire Safety inspection a new place for the fire extinguisher to be situated in the kitchen as it is currently by the side of the freezer which means it is not very visible. <b>RESOLVED:</b> Jodie to speak with Contractors and move this to a more suitable place.</p> <p>Cllr Cox suggested that more marketing be done for the centre meeting rooms to gain bookings. <b>RESOLVED:</b> Jodie to dedicate some time to making calls to local businesses to explain where we are and what space we have at the centre. Jodie to also push centre hire via social media.</p> <p>The Muriel project was briefly discussed. Cllr Bulmer informed the group that we are in talks with Chester Uni still about this project. Cllr Cox suggested we also discuss this project with current Art tutor at the centre to see if they were interested in producing some artwork.</p> <p><b>RESOLVED:</b> Cllr Collings to send to Jodie his dementia friendly contact so this action on matrix can be progressed.</p>
9	<b>Date of next meeting: December meeting cancelled and provisional date for January booked as 14<sup>th</sup> Jan 2020 at 6pm.</b>
10	<b>To agree recommendations for approval:</b> Recommendation for finance to consider allocating some provision for professional fees to assist with the development of the 5-year project plan.
11	<p><b>Information exchange:</b> Cllr Bulmer informed the group that the centre is to be used as polling station for the upcoming general election on 12<sup>th</sup> December.</p> <p><b>RESOLVED:</b> Jodie to discuss with the democratic services and the Clerk the possibility of hosting a tea / coffee service during the polling hours.</p>