

Vicars Cross Community Centre Sub Group meeting held at VXCC on Tuesday 15<sup>th</sup> October 2019 at 6.00pm.

**Minutes**

1	<p><b>Present:</b> Cllrs Pauline Cox, Peter Bulmer, Sara Evans, Krissie Myler (Chair), Keith Scargill and co-opted members Emma Fisher (Diva Fitness), Jane Taylor and Alan Stove (local residents)</p> <p><b>Apologies:</b> Cllr Steve Collings</p> <p><b>In attendance:</b> Jodie Ronan, Centre Manager and Kath Lloyd, Parish Clerk</p>
2	<p><b>Declarations of interest:</b> None declared. The Chair provided some clarity on the rules around pecuniary and personal interests for the benefit of new sub group members and all members are encouraged to read the national guidance.</p> <div style="text-align: center;">   <small>Openness_and_transparency_on_personal_</small> </div>
3	<p><b>Review of previous meeting minutes and outstanding actions:</b> the minutes of the meeting on 3<sup>rd</sup> Sept 2019 were agreed as accurate and the following items arising were discussed:</p> <ul style="list-style-type: none"> <li>- The installation of solar panels is still outstanding</li> <li>- Submission of VAT return is still outstanding</li> <li>-</li> </ul>
4	<p><b>Business report review:</b> Jodie gave a verbal update, the centre continues to be busy with regular user groups and enquiries for birthday parties. The centre is currently fully booked for the next six weeks, apart from two Saturdays in November.</p> <p>There was an acknowledgement that if residents made an enquiry on a Tuesday evening, it may not be responded to until the Friday as Jodie isn't in the office on Wed or Thursdays. There have been occasional complaints via facebook about the delays. <b>RESOLVED:</b> Jodie to put automatic response on her email detailing her working hours.</p>
5	<p><b>Membership of Sub Group:</b> The Chair welcomed and thanked the newly co-opted members for their support; Emma Fisher is the owner of Diva Fitness and uses the centre several times a week; Alan Stove and Jane Taylor are longstanding Vicars Cross residents and both volunteer at the centre.</p>
6	<p><b>Review Projects:</b></p> <p>Cinema – the next community cinema sessions are on Wed 30<sup>th</sup> October. The family film in the morning is Angry Birds Movie 2 and the over 50's in the afternoon is Mrs Lowry &amp; Son. Future screenings of family films will be reviewed after the sessions when a judgement can be made on whether it is economically viable to continue.</p> <p>Honesty Café – the honesty café continues to lose money and the sub group were given a breakdown of recent takings. <b>RESOLVED:</b> that the centre should continue to stock bottles of water but that all food items be discontinued</p> <p>Lottery Funding – The application to the National Lottery for funding for a replacement heating system was unsuccessful as the parish council had previously successfully applied for funding</p>

	<p>towards Vaughans Lane play area. Jodie presented a briefing paper, outlining the issues with the current heating system and the impact of taking no action. The boiler was replaced in 2017 and is fit for purpose but the cost of installing a new system has been quoted as £6939 + VAT.</p> <p><b>RESOLVED:</b> that the sub group recognises that the community centre needs a new heating system and urges the Finance Sub Group to identify the necessary funding to enable this.</p> <p>Rural Energy Fund – Awaiting outcome</p> <p>Members Budget – an application for funding to improve the sports area to the rear of the centre has been submitted.</p>
7	<p><b>Rates Increase &amp; Storage rates:</b> current room hire rates are £15 per hour for regular users and £18 per hour for one off bookings. All but one of the user groups now pay the same rates and steps are being taken to ensure that all groups' charges are equal. There has been no increase since March 2017 and there was a discussion about the rising costs of utilities, wages and essential services (cleaning etc). <b>RESOLVED:</b> that rates be raised to £16.50 per hour for regular users and £20 per hour for one off bookings from 1<sup>st</sup> January 2020</p>
8	<p><b>To review matrix:</b> Jodie gave a verbal update and there were no questions.</p>
9	<p><b>Financial update:</b> Jodie presented a financial report for the last month which showed that the centre's income continues to be more than last year. Although the income and expenditure is on track and there are no significant concerns, the sub group recognised that the steps need to be taken to rebuild the reserves which were seriously depleted by the toilet refurbishment last year.</p>
10	<p><b>Date of next meeting:</b> Tuesday 12<sup>th</sup> Nov at 6.00pm</p>
11	<p><b>To agree recommendations for approval:</b></p> <p><b>RESOLVED:</b> that the sub group recognises that the community centre needs a new heating system and urges the Finance Sub Group to identify the necessary funding to enable this</p> <p><b>RESOLVED:</b> that rates be raised to £16.50 per hour for regular users and £20 per hour for one off bookings from 1<sup>st</sup> January 2020</p>
12	<p><b>Information exchange:</b></p> <ul style="list-style-type: none"> <li>• Emma asked that an additional notice board outside the centre be provided for user groups to advertise their services. <b>ACTION:</b> in the short term, the parish council notice board on Thackeray Drive will be focused on services provided at the centre.</li> <li>• There will be a bulb planting session in early December around the centre in preparation for Spring – more details will follow.</li> <li>• The sub group would like Jodie to consider planning and holding a community event of some sort in the spring. Kath and Jodie will discuss and report back.</li> </ul>

## Heating Upgrade

### Current system

- Takes 20/30 mins to heat up. When user group session is 60 mins this is hard to manage (results in previous user group messing with setting as they hear a blower come on when they are doing keep fit but this is to prepare for the lunch club after them, they turn it off – lunch club is cold!)
- Users do not use the programmer correctly- knocking the setting off for next user/ switching to permanently on.
- Heating in front office and entrance no longer works (mixed views from contractors on if can even get parts for it now)
- 1x Convactor heater in the main hall hasn't worked for 2 years

- Convector Heating in Meeting Room 1 is too large for the area so when the system is on and working (temperature cannot be altered on the heater like with radiators) the room overheats quickly resulting in windows and doors having to be open in January when someone is using that room – wasting heating and money.
- Already receiving complaints about the system now Autumn has begun. (3x separate user groups)
- Pressure continually drops so heating can appear on at programmer but needs pressure putting back into system in the boiler room. Happened twice so far (Autumn has only just begun!)
- Heater fitted in the toilets does not work of the programmer so requires manually turning on and off and is electric due to issues with Bathroom contractors!!
- Electric heater is being used a lot in offices as a result of poor heating – costing more money.

#### New system

- Supply and install high efficiency radiators to complement current boiler.
- Radiator in each of the meeting rooms, entrance hall, toilets and café
- 3x high line fanned convector heaters and one in the main canteen area. Quiet in operation, robust and modern technology compared to current.
- Connect these to existing boiler via new flow and return pipework.
- Update to control that can be checked and altered from an app so this can be monitored from home to avoid 'always on' occurring.
- They have pencilled us in for first week in January for installation – would need to confirm this with them ASAP to keep slot and inform users of extended Xmas break by 1 week.

#### **Cost: £6939.00 + VAT\* (3 quotes sourced)**

\*This value does not cover the removal and make good of the old heaters they will stay as are for now but become obsolete.

#### Potential impacts of not upgrading heating;

- The centre being environmentally wasteful for as long as the current system is used.
- Further User Group Complaints
- User Groups leaving – e.g. sessions like lunches / chair exercises for 50+ that need heating
- Individuals complaining / not attending during winter due to uncomfortable environment
- Unnecessary additional electric costs (from electric heaters) and gas costs (due to system being altered by users in error)
- The heating completely breaking resulting in emergency fix – could cost more money and loss of revenue if classes must be cancelled last minute to allow for the fix to occur or because it is simply too cold to run them. – Resulting in a potential knock on effect of user groups losing their customers and income.

Jodie Ronan 18/10/19