



WHITEGROVE COMMUNITY CENTRE MANAGEMENT COMMITTEE

Notice is given of a meeting of the Whitegrove Community Centre Management Committee to be held on **Tuesday 30 June 2015** at **7.45 pm** in the Parish Office

(This is the rearranged meeting originally of 2 June 2015)

A G E N D A

- W001. **Apologies for absence**
- W002. **Declarations of interest**
- a. to received declarations of interest from members on items on the agenda
 - b. to receive written requests for dispensations for dispensations for disclosable pecuniary interests
 - c. to grant any requests for dispensation as appropriate
- W003. **Matters arising**
- To consider matters arising from the last meeting not covered elsewhere on the agenda
- W004. **Minutes of the previous meeting**
- To approve as a correct record the minutes of the meeting of the committee held on 17 March 2015 *Pages 3-4*
- W005. **Finance**
- To consider the financial report to date for 2015/16 *Pages 5-8*
- W006. **Committee administration**
- a. To confirm the meeting dates for the committee for 2015/16 *Pages 9-*
 - b. To consider items on forthcoming meetings *12*
 - c. To make recommendations to Council on the draft terms of reference
- W007. **Activities for young people**
- To receive an update
- W008. **Condition report** *Pages 13-*
- To receive a report on the condition of the building and issues arising *14*

W009. Regular Bookings

To receive an update on regular bookings

W010. Items for Information

To receive any other applicable information

W011. Date of next meeting

To confirm the next meeting on 1 September 2015

W012. Closure of the meeting

Jason Mawer

Parish Clerk

23 June 2015

Sound recording, photographing, filming and use of social media at meetings which are held in public are permitted. Those wishing to record proceedings at a meeting are however advised to contact the Parish Clerk as early as possible before the start of the meeting so that any special arrangements can be made.



MINUTES OF THE MEETING OF THE WHITEGROVE COMMUNITY CENTRE MANAGEMENT COMMITTEE

Held on **Tuesday 17 March 2015** at **7:45 pm** in the Whitegrove Community Centre

Present: Councillors Fitzwilliams (Chair), Dr Haffegée and Ms Healy.

1. Apologies for absence

There were no apologies received.

2. Declarations of interest and dispensations

There were no declarations of a personal or prejudicial interest in respect of any matter to be considered at the meeting.

3. Minutes of the meeting of 20 January 2015

The minutes of the meeting of 20 January 2015 were approved.

4. Matters arising from the last meeting

New main hall door – The delay in the installation is now due to funding by the Early Year team at Bracknell Forest. Members have asked that the work does not proceed.

Weightwatchers – the Clerk reported that he had resolved the payment issues with Weightwatchers and that payments were now being received.

5. Finance

a. Profit & Loss Statement 2014/15

The Clerk presented the committee with the latest financial report for the centre. It showed a likely small surplus at the end of the financial year.

b. Budget 2015/16 and progress on five year plan

Members were presented with a copy of the budget figures for 2015/16. The five year plan is still under development, but is almost complete subject to some final costings.

c. **Improvement Programme**

The redecoration of the reception area was considered a major improvement. Funding for the remainder of the works has been confirmed via the members initiative fund from the Borough Councillors of Harvest Ride. The works are intended to be completed by the summer.

Members discussed making the hall a centre of choice, by offering a wide range of facilities. Discussions centred upon audio visual equipment. WIFI provision etc. The Clerk was asked to explore possibilities and present them at a future meeting.

6. Activities for Young People

Councillor Healy updated the committee on the new clubs run by In2sport. The clubs were now up and running but proving a slow burner. Numbers particularly for the older age group had been low. The committee and council will be updated on progress.

7. Committee structure

The Clerk asked members to review the terms of reference for the committee and if they had any suggestions for the future as part of the preparation for the new council.

Members comments will be incorporated into the document.

8. Items for Information

Councillor Dr Haffegge noted the external guttering on the side of the building was leaking. The Clerk is investigating responsibility.

9. Date of next meeting

The date of the next meeting is to be advised after the elections.

10. Closure of the meeting

There being no further business the meeting was declared closed.

Meeting	
Whitegrove CC Management	
Date	Item no.
2 June 2015	W005



Contains confidential or exempt information	None
Title	Financial Report
Responsible officer	Jason Mawer – Parish Clerk
Report for	Information

Report Summary

This report provides financial information for the Whitegrove Community Centre to end May 2015.

Data is shown in appendix one and appendix two.

1.0 Introduction

1.1 This report provides members with an update on the financial position of the centre to the end of May 2015 and the position of the finances against budget and will be the basis of future financial reports for the centre.

2.0 Income

2.1 Reported income for the centre for the period April and May 2015 stands at £683.35 against a budget figure of £4,883. There are two main reasons why the accounts show a shortfall to budget, firstly, income from the pre-school has not been included at this stage and secondly this is how we have presented the budget.

2.2 As this is the first year of detailed budget reporting we will uncover anomalies, particularly early in the financial year. For the purposes of the budget, all regular income, excluding the pre-school, has been allocated evenly over the whole year. In the financial year to date we have seen three weeks where schools have been out, so regular groups such as the beavers, cubs and rainbows have not met. This has impacted on their time in the centre and on income. We have new groups who have either begun or are about to begin regular sessions, so additional income will be generated which is reflected in the overall budget for the year.

3.0 Expenditure

3.1 Expenditure for the centre is also under budget. This is mainly as a result of either delays to capital improvements or not receiving invoices.

3.2 The capital improvements works are due to be carried out over the summer. The £3,500 in the budget does not include the £10,102 of members initiative funding received at the end of the last financial year.

3.3 The budget includes provision for rent and utilities which are all payable to Bracknell Forest Council. These have not yet been invoiced.

3.4 Repairs and maintenance are covered separately in the condition report.

3.0 Recommendation

3.1 The committee is asked to note this report.

Meeting	
Whitegrove CC Management	
Date	Item no.
2 June 2015	W006



Contains confidential or exempt information	None
Title	Committee Administration
Responsible officer	Jason Mawer – Parish Clerk
Report for	Action

Report Summary

This paper concerns the administration of the committee for the municipal year 2015/16. The committee is asked to consider the meeting dates, items for future meetings and its terms of reference.

1.0 Introduction

1.1 At Council on 20 May 2015 each committee was asked to confirm the dates it would meet and to feedback on its suggested terms of reference. This paper concerns these two matters and includes items that the committee may wish to consider through the year.

2.0 Meeting dates

2.1 Members are asked to confirm the following dates for committee meetings. There are due to be four meetings during the municipal year.

Tuesday 2 June 2015
 Tuesday 1 September 2015
 Tuesday 1 December 2015 (budget setting)
 Tuesday 1 March 2016

Meetings will be held at 7:45pm

3.0 Items for consideration during the year

3.1 To assist with planning, it would be advisable for the committee to identify items it may wish to consider during the year. These items would be in addition to the standing agenda items. One such example would be the Bookings Policy which could be considered jointly with the Brownlow Hall Management Committee. Another would be organising a regular user group meeting.

4.0 Standing Orders

4.1 Attached in Appendix One are the draft standing orders for the committee, which incorporate some changes suggested by Council. Council has asked each committee to consider its terms of reference and return them to Council for formal adoption. Members are asked to consider any changes its wishes to propose before the document returns to council.

5.0 Actions required

1. Members confirm the committee dates as published.
2. Members are asked to consider items they may wish included on future meeting agendas.
3. Members are asked to consider any additional changes to the terms of reference and for these changes to be incorporated ahead of consideration at the next council meeting.

Terms of Reference 2015/16



Whitegrove Community Centre Management Committee

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders &/or financial regulations.

1. Membership of the Committee

- a. The committee shall comprise no ~~more~~-less than four members of the Parish Council, to be confirmed every year at the Annual Parish Council meeting. Any changes in membership of the committee after the Annual Parish Council meeting shall be subject to approval at the next Full Council meeting.
- b. Members will serve for a one year period will be eligible for re-appointment for a further term at the following Annual Parish Council meeting.
- c. The committee may co-opt up to four further members from either regular users or other relevant individuals as the committee consider appropriate.
- d. A member may resign their position on the Committee by giving notice to the Parish Clerk, who will be responsible for notifying the chair of the committee and other members.
- e. The quorum of the committee shall be three members, two of whom must be members of the Parish Council.

2. Chair

- a. A chair of the committee shall be appointed by the parish council members at the Annual Parish Council meeting from the parish council members selected to serve on the committee.
- b. The chair will serve for a one year period and be eligible for re-appointment at the following Annual Parish Council meeting.
- c. If the chair of the committee should leave office part way through the year a replacement will be appointed at the next full council meeting.

3. Meetings

- a. Meetings will be held at least quarterly as per the meeting schedule agreed at the annual parish council meeting.

- b. All meetings of the committee shall be public meetings, convened in accordance with the Parish Council's standing orders.
- c. Meetings will be recorded by the Clerk or by another member of staff.

4. Terms of Reference

- a. The terms of reference will be reviewed annually at the parish council annual meeting.
- b. The full council may delegate additional responsibilities to the committee as required.

5. Responsibilities and duties

- a. The committee will oversee the management of the community centre in accordance with the terms of the lease from Bracknell Forest Council. The priorities will be:
 - to position the facility as the centre for youth work in the parish.
 - To ~~see~~ promote the centre to regular and casual hirers giving preference to those activities which provide benefit to the community.
 - To offer the facility as a venue for private parties, functions and events giving preference to Warfield residents
- b. The committee will produce a detailed income and expenditure budget for approval by the Parish Council every year.
- c. The committee will produce a rolling 5 year financial and maintenance plan to be approved by the Council every year.
- d. The committee will oversee the operation, maintenance and repair of the centre, ensuring these remains within the approved budget and the lease agreement.
- f. The committee will set the lettings policy for the hall and review this regularly.

6. General Principles

The Committee will:-

- a. notify the Parish Council of any issues which cause financial, legal or other problems.
- b. provide the council with a verbal report after every committee meeting.
- c. meet with users and least once a year and report the outcome to the Parish Council.

7. Delegated powers

- a. The Committee may meet at additional times to those set out in the parish calendar as required.

Meeting	
Whitegrove CC Management	
Date	Item no.
2 June 2015	W008



Contains confidential or exempt information	None
Title	Condition report
Responsible officer	Jason Mawer – Parish Clerk
Report for	Information

Report Summary

This report replaces the previously delivered Caretakers report and combines it with a report on the general condition of the centre.

1.0 Introduction

- 1.1 At previous committee meetings members have usually received a verbal caretakers report. This written report brings together the many elements of the condition of the centre into one written report, which should ensure all matters are recorded, noted and actioned as required.
- 1.2 Feedback on the usefulness of the condition report would be welcomed.

2.0 External report

- 2.1 At the last meeting, members highlighted the issue with the guttering to the north side of the building. This has been reported to BFC, but no action has yet been taken.
- 2.2 During April the redundant television aerial to the south side of the centre broke its fixings and posed a risk of falling to the ground, at the entry to the garden room. Because of the risk, the aerial and its mounting post were dismantled.

3.0 Internal report

- 3.1 On 23 April we experienced a flood at the centre affecting the disabled and gentlemen's toilets at the centre. This appeared to be caused by a tap being left on in the disabled toilet backing up. The caretaker discovered the flood and cleared the immediate water, but it was clear there was a secondary problem further down the drainage system as the flow away from the building was diminished. Dyno-Rod were called to investigate and cleared a blockage of cotton wool and wipes. Both the pre-school and Childrens Centre have been advised and signs are being up to ask parents not to dispose of items this way.

- 3.2 Whitegrove Pre-school have advised that they have vacated the large storage cupboard in the main hall. The Clerk is liaising with other regular users to move their storage into this cupboard. This should result in clearing the front entrance lobby and side room to the hall.
- 3.3 The heating pump to the hall failed in April. The heating is still operable on an on/off basis only, but is currently switched off for the summer. A quote for a replacement has been obtained of £675 + VAT. Members are asked to approve the works be completed.
- 4.0 Recommendations**
Members are asked to note the contents of this report.