

BRACKLA COMMUNITY COUNCIL



Minutes of the Community Centre Committee meeting
held on a remote basis in accordance with the provisions of
The Local Government and Elections (Wales) Act 2021
at 6:30pm on Monday, 6th December 2021

Present: Committee Members – Cllrs D Aston (Chair), A Pucella and J Spanswick
Absent: Committee Members – Cllr J Chohan
Officers: Ms J van Tonder (Clerk)

1. Election of Chair

It was proposed, seconded and

Resolved: To elect Cllr D Aston as Chair of the Community Centre Committee to May 2022.

2. Apologies for Absence

Apologies for absence had been received from Cllr I Hibble.

3. Declarations of Interest

No declarations of interest were made.

4. Community Centre Finance report

Members noted the finance report that had been circulated with the agenda. The Clerk advised there was a shortfall of £212 anticipated for the end of the current financial year. She went on to explain that the RFO would be presenting a budget for the Community Centre at the upcoming Finance Committee meeting.

Members wished to have noted their thanks to the RFO for ensuring the Community Centre continued to break even.

Members discussed opening the venue to a wider range of users and various suggestions were made for its use such as offering a cinema club. It was agreed a good mix of activities that appealed to the widest possible audience was desirable.

The Clerk was asked to provide statistics of the venue's current usage for consideration at the next meeting.

5. Centre refurbishment project

Members noted the redacted tender document circulated with the agenda. The Clerk expressed concern that only one tender had been received from BCBC.

As the tender process had been overseen by BCBC, it was considered the correct procedure would have been followed. It was suggested there was little point in going back out to tender especially considering the building was in urgent need of the works and members would not wish to delay any further.

It was proposed, seconded and

Resolved: To recommend that Full Council accepts the tender quotation received from BCBC in the amount of £41,511.40 for the refurbishment of the Community Centre as per the schedule of works drawn up by BCBC, with the project to be managed and overseen by BCBC.

6. Hire Agreements

The Clerk advised members that it was good practice to review the Council's standard hire agreement and terms & conditions periodically. It was agreed the Clerk would undertake such a review and present any amendments to the next meeting for approval.

7. Christmas centre closure

Members noted the Community Centre would be closed between Christmas and the New Year as there were no hirers booked during that period. The Clerk advised the Centre would reopen on Tuesday, 4th January 2022.

8. Compliance and Maintenance programme

The Clerk advised members it was good practice to have an Asset Management Programme in place for council-owned assets such as the Community Centre. The schedule, setting out the short-, medium- and long-term financial commitments associated with the asset, ought to include health and safety compliance checks, routine and essential maintenance, periodic condition surveys and planned capital enhancement expenditure.

The Clerk was asked to make enquiries with BCBC to establish if any Service Level Agreements were still in place covering any of the aforementioned.

Members went on to discuss the need for security measures and considered the merits of a CCTV system to monitor the external aspects of the building. Following a suggestion that a readily available system that transmits live images to a mobile phone or other online device could be considered, the Clerk reminded members of the Council's obligations under the Data Protection Act and GDPR.

It was agreed to further investigate the feasibility of this.

9. Additional proposals for budget 2022/23

Following discussion, it was agreed to request the following be included in the budget for 2022/23:

- External CCTV – up to four cameras, to include all aspects of the Centre as well as the car park – *Clerk to source estimates for budget purposes*
- Remarking of the car park – *Clerk to source estimates for budget purposes*
- Additional signage - £250

10. Date of the next meeting

Date of the next meeting: Tuesday, 22nd February 2022

The meeting concluded at 7:29pm.