



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **COMMUNITY CENTRE COMMITTEE** ON
WEDNESDAY 20TH MARCH 2019 AT 7:30PM
IN THE **GIBSON SUITE** AT THE KINGS HILL COMMUNITY CENTRE

Members of the Public and Press are welcome to attend

Signed: *Julie Miller* Date of 14th March 2019
Clerk and Proper Officer Issue:

Members: Cllr A Board, Cllr C Bridger, Cllr C Brown, Cllr D Hurring, Cllr Waller
Substitutes: Cllr S Barker and Cllr M Colman

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Kings Hill Parish Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

Agenda

1. **To receive and accept Apologies for Absence**
2. **To receive Declarations of Interest & Lobbying**
3. **Minutes** – to receive and approve for signature the minutes of the meeting held on 23rd January 2019. (Pages 1-2)
4. **Chairman's Announcements** – to receive announcements
5. **Public Session (to allow members of the public present to raise issues on items on the agenda)**

Strategic, Administration and Finance

6. **Administration & Finance**
 - 6.1. To receive financial statements and other reports for review and comment. (Pages 3-4)
7. **Strategy**
 - 7.1. To receive Community Cinema report and agree actions. (Pages 5-8)

Operations and Events

8. **Community Centre Operations and Facility Management (Pages 9-26)**
 - 8.1. To note the bookings update.
 - 8.2. To consider an increase for caretaker services for larger events from £12 per hour to £24 per hour.
 - 8.3. To consider how to proceed with charging future hires on a Saturday evening.
 - 8.4. To consider securing a maintenance premium contract with Stannah lifts at a cost of £695 plus VAT per annum.
 - 8.5. To note facility maintenance updates.
 - 8.6. To approve the cost of £4,095.00 to reinstate the heating system back to a good working order.
 - 8.7. To approve one of the following 12 month maintained plans:-
 - £585.00 - annual service & breakdown contract (labour only).
 - £150 per month – annual service and breakdown with full labour and parts
 - 8.8. To note update on Events.
 - 8.9. To note update on marketing.

- 8.10. To note update on human resources.
- 9. To approve purchase of blinds for Cunningham Room at a cost of £850 plus VAT.**
- 10. To report external meetings with representatives of the Community Centre & Events Committee – see appendix 1**
- 11. Correspondence and matters for information – see appendix 2**
- 12. Date of next meeting**
12.1. 24th April 2019
- 13. Questions from Committee Members and future agenda items**

Appendix 1

To report external meetings with representatives of the Community Centre & Events Committee

1. There were none.

Appendix 2

To report Correspondence and matters for information

1. 01/02/2019 Letter from Viridor regarding changes to recycling and waste collection service pricing (Mixed Municipal Recyclate).
2. 01/02/2019 Letter from Viridor regarding changes to recycling and waste collection service pricing (Commercial Waste).
3. 13/02/2019 Letter from Viridor regarding Environmental Protection Act 1990, Duty of Care – Annual Waste Transfer Notes (Mixed Recycling).
4. 13/02/2019 Letter from Viridor regarding Environmental Protection Act 1990, Duty of Care – Annual Waste Transfer Notes (Residual Waste).