

Community Centre Management Group Meeting

19th January 2012, 7.30pm

Community Centre Meeting Room

BVCA Committee Members Present:

Kaye Davies (BVCA Chair), Gary Devine, Rachel Fowler, Stuart Knowles, Craig Lee (BVCA Operations Director), Aidy Riggott.

Representatives of RMG Present:

Terri Graham (Envirocare), Paul Sanderson, Danielle Twitney.

Item	Details	Action
1	<p>Welcome and Committee introductions</p> <p>KD welcomed all attendees.</p> <p>Should residents/users wish to raise anything to the group they ought to contact either BVCA at bvca@buckshaw.org or Danielle Twitney, Property Manager at danielle.twitney@rmg.gb.com, who will represent their query.</p>	
2	<p>Review of previous minutes and outstanding actions</p> <ul style="list-style-type: none"> • Road Signs: RMG will seek permission from the Buckshaw Village Management Co. Ltd (BVMCL) to erect signs on the main roads leading to the community centre (akin to the brown road signs provided by LCC on LCC adopted roads). • Centre Banner: DT and DY to arrange sourcing and installation of a banner along the outside of the community centre saying 'Buckshaw Community Centre' so that the building is identifiable from the main road. The group agreed to fund this in the region of £110/banner. DT requested that TG raise a PO for this. • Exterior Lighting: The group discussed the provision of exterior lighting for the exterior sign that is set to be installed. DY to price and assess the external lighting options and feedback. • WiFi Landing Page: A landing page requesting that Community Centre WiFi users agree to basic T&C's when using the WiFi needs to be put in place. Meeting attendees discussed whether the landing page should offer re-direction to Boundless, RMG and/or BVCA. RMG to take advice from their IT team and feedback to the group at the next meeting. • Envirocare Invoicing: TG agreed to action the request to include payment options by BACS on Envirocare invoices sent to centre users. 	<p>DT</p> <p>DT/DY</p> <p>TG</p> <p>DY</p> <p>DT/PS</p> <p>TG</p>
3	<p>Community Centre Income</p> <p>DT updated attendees with income and expenditure details for 1st April – 31st December 2011. See Appendices below for full breakdown.</p> <p>The sports pitches stand at £16,494 in credit and the community centre made a loss of £10,296 between April-Dec 2011. DT emphasised that currently the sports pitches balances out the community centre, which is still within its first 2 years of being open. Month on month the community centre covers its costs (making approx £300pm with current hall usage).</p>	

		<p>DT also advised that the borough council's bill for business rates is still outstanding and is expected to be in the region of be £6,819pa.</p> <p>DT to enquire about reducing the centre's largest expenditure which are the Gas/Electricity bills (see Appendix A)</p> <ul style="list-style-type: none"> ○ Review prices for hall hire <p>The centre is managed on a 'break-even' basis and as such, the pricing structure for hall hire will remain the same, although this will be reviewed at each meeting.</p>	DT
4	<p>Community Centre Activity Timetable</p>	<p>DT explained that some centre users had altered their bookings (e.g. Kinder Musik) whereas other groups had left the centre due to lack of interest in their groups/services (e.g. Chiropractor, Strikers). Newcomers include Preston College and a Cheerleading group.</p> <p>TG explained that demand for private parties in the Sat/Sun afternoon slots are still high with an average of three out of four weekends booked each month.</p> <p>SK enquired about the reasons groups are leaving the centre and TG confirmed that the main reason is due to lack of interest in their group/service. TG agreed to make sure that feedback be sought when groups/services cancel hire of the community centre so the Community Centre Management Group may use this as a method of evaluation going forward.</p> <p>The group discussed advertising the centre again to increase usage. Ideas mooted included positive press stories, adverts in local press, village leaflet drop again etc. This will be discussed in full at the next meeting.</p> <ul style="list-style-type: none"> ○ Internal Noticeboards <p>TG agreed to allocate the internal noticeboards to new users when the need arises. Previously this had been managed by BVCA – KD to forward the 'guidance' for using the noticeboards to be sent to new hall users</p> <ul style="list-style-type: none"> ○ Publication of activity timetable <p>Attendees reviewed the disclaimer and example .pdf version of the timetable BVCA intend to publish on www.buckshaw.org . It was agreed and BVCA will now receive monthly updates from TG (first week of the month) so as the information on our website and noticeboards can be amended.</p> <p>DT to contact all regular hall users and ask permission to share their contact details on BVCA website as part of the timetable.</p> <ul style="list-style-type: none"> ○ VAMP weekend performance hall hire request Dec 2012 <p>The Trustees of VAMP have requested the following dates for a performance run:</p> <ul style="list-style-type: none"> ➤ Friday 7/12/12 - evening only ➤ Saturday 8/12/12 - all day ➤ Sunday 9/12/12 - after 1pm ➤ Saturday 15/12/12 - all day ➤ Sunday 16/12/12 - after 1pm <p>The hall will be in use by regular users on the Friday and Saturday dates requested. These groups (as all others) are on a rolling hire contract and the community centre management group wants to safeguard their continued hire of the hall.</p> <p>The community centre management group agreed that if VAMP were able to come to an arrangement whereby the affected groups (Buckshaw Youth Association, Zoya Dance & Chorley Shukokai Karate) made way for VAMP, then that was perfectly</p>	<p>TG</p> <p>KD/TG</p> <p>TG/CL</p> <p>DT</p>

		acceptable. Otherwise VAMP would have to fit in around the pre-existing bookings. BVCA to relay this information and provide contact details for the affected groups.	KD
5	BVCA use of the Community Centre	<p>KD requested that the original agreement between BVCA and RMG over the BVCA's use of the Community Centre be made clear in the Regulations/Rules of the Community Centre.</p> <p>Originally Brian Hann (previous Chair, BVCA) agreed with RMG that all other bookings were arranged with the proviso that groups would have to make way for any large scale BVCA community event/resident meeting. It is anticipated that the BVCA would need to use this policy up to six times a year; four times a year for a community event (most likely Sunday) and twice a year for residents meetings (i.e. weeknight).</p> <p>DT agreed to update the rules and regulations to reflect the original agreement. Once that has been done DY/TG will be able to amend the booking forms and make current users aware of this policy.</p> <p>DT will also consider for amendment the proviso that other community groups have a similar agreement and will feedback to the group at the next meeting.</p>	<p>KD</p> <p>DT</p> <p>DT</p>
6	Missing Community Centre Equipment	<p>At the previous meeting it was established that equipment had been removed from the community centre: missing projector remote control, 2 x missing speaker stands, speaker lead.</p> <p>It was agreed that the equipment provided at the community centre when it first opened should be maintained and missing/damaged equipment replaced from the contingency funds allocated within the Community Centre monies. DT to arrange replacement of these items.</p> <p>Previously, DY raised the idea of locking away certain expensive items and having a sign-in/sign-out procedure or charging separate hire charge for these items going forward. This will be discussed in full at the next meeting in March.</p>	DT
7	Community Centre Licenses	The PRS licence, PPL licence and Premises licence allowing regulated entertainment at the Community Centre have all been received now and the relevant documentation displayed.	
8	Wheelchair Access to the Stage	<p>BVMCL legal team have confirmed that the stage area has been built to the required regulations and that no additions to allow wheelchair access to the stage are planned.</p> <p>DT to monitor the amount of enquiries the community centre management team receive regarding this request and feedback to the group. The community centre management group acknowledged that there is currently no extra money in the community centre account to pay for this addition at the moment.</p>	DT
9	AOB	<ul style="list-style-type: none"> o Door Stoppers <p>SK explained the potential health and safety risk with the door stoppers that are installed on the meeting room doors. This could result in users being trapped in the meeting room in the event of an emergency. As the next risk assessment is not due until Oct 2012, DT to check with RMG's health and safety specialist in the meantime and act accordingly.</p> <ul style="list-style-type: none"> o Security <p>SK recounted two users' recent experiences where there have been incidences of vandalism while the hall was being used. The users explained that a group of girls who weren't associated with the group hiring the centre, had entered the premises and vandalised the women's toilets</p> <p>The community centre management group acknowledged the unfortunate nature of these events and the patience/understanding of the affected hall users. Whilst the caretaker checks the building when locking up after each activity, there are not</p>	DT

		<p>enough funds available to have a permanent member of staff at the community centre which would almost certainly put an end to these acts of vandalism.</p> <p>KD agreed to let the local Police team aware of the incident to bring it to the next PACT meeting.</p> <ul style="list-style-type: none"> ○ Hall hirer responsibilities <p>RMG agreed to display the rules and regulations of hiring the hall on one of the internal noticeboards. KD/TG to assign a space on the internal noticeboards.</p> <ul style="list-style-type: none"> ○ Extra equipment for the community centre, donated by users <p>There are difficulties around groups either securing funding for or donating equipment for the community centre, as the items are effectively being donated to a private company albeit for community benefit. Regular users have approached the community centre management group for permission to install a comments box, a welcome sign by the front doors, extend the staging, secure extra storage in the grounds, improve acoustics, install a lighting rig etc. This will be discussed in full at the next meeting in March.</p>	
10	Date of next meeting	<p>Thursday 15th March 2012, 7.30pm, Community Centre Meeting Room</p> <p>Meeting closed 8.50pm.</p>	

Appendix A Buckshaw Village Community Centre Income & Expenditures 01/04/2011 – 31/12-2011

Income	Direct Income	23, 532
	Veterinary Practice	2, 500
	Roof Space Letting	1, 250
	Total Income	27, 282
Expenditure	Roof Repairs	1,000
	Electrical Maintenance	102
	Cleaning Contract	4, 698
	General Minor Repair	527
	Caretaking	3, 931
	Fire Equipment	234
	Gas	7, 622
	Electricity	4, 206
	Business Rates	5, 115
	Admin Costs	7, 235
	Terrorism Insurance	66
	Health & Safety	600
	Buildings Insurance	2, 242
	Total Expenditure	37, 578
	Surplus/Deficit	-10, 296

Appendix B Buckshaw Village Sports Facilities Income & Expenditures 01/04/2011 – 31/12-2011

Income	Direct Income	42, 611
	Total Income	42, 611
Expenditure	Drainage & Sewerage	936
	Leisure facilities	3, 040
	Electrical maintenance	102
	Cleaning Contract	1, 764
	General Repairs	498
	Fire Equipment Maintenance	72
	Ground Maintenance	4, 860
	Gas	573
	Electricity	5, 123
	Admin Costs	8, 550
	Health & Safety	600
	Total Expenditure	26, 118
	Surplus/Deficit	<u>16, 494</u>