

Community Centre Management Group Meeting

17th November 2011, 7.30pm

Community Centre Meeting Room

BVCA Committee Members Present:

Kaye Davies (BVCA Chair), Gary Devine, Mark Jarnell, Stuart Knowles, Craig Lee (BVCA Operations Director), Aidy Riggott

Representatives of RMG Present:

Justin Herbert, Danielle Twitney, David Yates (Envirocare)

Item	Details	Action
1	<p>Welcome and Committee introductions</p> <p>KD welcomed all attendees.</p> <p>KD explained that going forward, the agenda for these meetings will be published prior to the meeting and the minutes will be posted on www.buckshaw.org so as the information is readily available to Buckshaw residents and community centre users. The meetings will be arranged bi-monthly, with representatives from RMG and BVCA attending.</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>Community Centre Income</p> <p>DT updated attendees with the present status of the Community Centre Account: £5,679 in the account currently.</p> <p>The building has now been assessed for business rates by Chorley Borough Council and the yearly bill is expected to be £6,819pa. The money currently in the Community Centre Account is reserved to cover these charges that RMG have been expecting (along with the licence costs as outlined in section 3 below).</p> <p>Once the regular income starts to come in from Boundless (roof hire charges of £7,000pa) and Hillcrest Animal Hospital (room hire charges of £6,000pa); this, coupled with the expected income from regular hirers of the Community Centre means the centre's income is expected to be £3,300pm with outgoings of £3,000pm.</p> <p>If the Community Centre is able to maintain the regular bookings it has, then the remaining monthly 'profit' will go towards repair/replacement of centre equipment etc.</p> <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 going forward. RMG to prepare a budget to actual forecast for both the Community Centre and Sports Pitches and feedback to the group at the next meeting.</p>	DT
3	<p>Community Centre Activity Timetable</p> <p>DT explained that some centre users had altered their bookings (e.g. Divine Yoga) whereas other groups had left the centre due to lack of interest in their groups/services (e.g. Le Francais Club). Newcomers include Kinder Musik, Strikers, Euxton Girls FC, Peter Gammon Music.</p> <p>DY explained that there is a waiting list for the most popular time slots. On average Envirocare receive 30 enquires/day regarding hiring the community centre.</p> <ul style="list-style-type: none"> ○ BVCA plans to publish the timetable <p>Envirocare agreed to share the community centre timetable with BVCA on a monthly</p>	DY (Terri)

		<p>basis so as it may be published in .pdf form on www.buckshaw.org and in the BVCA Community Centre noticeboard outside the main doors.</p> <p>DT to liaise with CL to put together a disclaimer to accompany the timetable; as it will be issued monthly there may be some week-to-week discrepancies.</p> <ul style="list-style-type: none"> ○ VAMP weekend performance hall hire request Dec 2012 <p>Buckshaw resident Ed Cunningham and Village Amateur Musical Performers (VAMP) Chair, has requested to book the hall for two consecutive weekends in December 2012 to perform a Community Pantomime.</p> <p>Whilst Saturday afternoon slots (after 3pm) and Sunday afternoon slots (after 1pm) are kept free for community/resident private bookings and are currently available, a weekend booking of this nature would overwrite several regular weekend bookings, specifically Chorley Shukokai Karate, Zoya Dance and Buckshaw Village Church.</p> <p>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 in the interests of Buckshaw residents. Allowing VAMP to hire the space would be for the good of the community also.</p> <p>KD to provide details of the request and RMG will contact each of the affected groups to seek their permission for VAMP to hire the hall over their requested dates in December. Pending agreement from the regular weekend users, VAMP will be offered the weekend performance dates. Otherwise the afternoon slots on both days are available to VAMP as they are to any other community group or Buckshaw resident.</p>	<p>DT/CL</p> <p>KD/DT</p>
4	<p>Community Centre Equipment</p>	<ul style="list-style-type: none"> ○ Envirocare supplied equipment (following on from previous meeting) <p>The internal noticeboards in the community centre are being used by most regular users now. DT to contact the new hall hirers to let them know they are welcome to use their allocated space internally and KD to re-allocate the internal noticeboard space. The usage/allocation of the internal noticeboards will be evaluated going forward.</p> <p>DY explained that the noticeboards and door stoppers were in place; clocks for both rooms have been delivered and will be put up next week; the bathroom mirrors and flyer dispenser have not arrived yet. DY will chase and install asap.</p> <p>DY has sourced a stage flooring (specialist rubber laminate) and the attendees at the meeting agreed to spend £100 from the Community Centre Account on the purchase/installation of the new stage floor asap. DY to follow up and install.</p> <p>The lockable noticeboard in the main hallway is to display official licence/insurance documentation currently held by RMG. DT to send copies to KD to display. DY (Terri) to supply key for the noticeboard.</p> <ul style="list-style-type: none"> ○ Missing/Damaged equipment <p>SK explained that equipment had been removed/altered in the community centre: missing projector remote control, 2 x missing speaker stands, speaker lead (switched with another shorter lead).</p> <p>DY explained that it is not feasible for Envirocare staff to check in/out all community centre equipment before/after each booking. 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 January.</p>	<p>DT/KD</p> <p>DY</p> <p>DY</p> <p>DT/KD DY</p>

		<p>BVCA requested a permanent fix to the uncovered manhole in the grounds of the community centre as well as some painting required in the main hall, particularly near the stage. SK described a problem with the disabled toilet door locking attendees in also. DT arranging to have these urgent repairs completed by the site manager asap.</p> <ul style="list-style-type: none"> ○ Community Centre Signs <p>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).</p> <p>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.</p>	<p>DT</p> <p>DT</p> <p>DY/DT</p>
5	Community Centre Licenses	<ul style="list-style-type: none"> ○ Premises Licence <p>The premises licence for regulated entertainment has been submitted and is in the consultation process as managed by Chorley BC. RMG will receive notification early December as to whether this has been granted.</p> <p>The premises licence does not refer to the sale/consumption of alcohol on site. The demand for a permanent premises licence covering the sale/consumption of alcohol onsite doesn't currently exceed 12 events a year, therefore a permanent liquor licence would not be a viable investment by the community centre management group. Should a hirer wish to offer alcohol at their event they will need to acquire a TEN licence from Chorley BC.</p> <ul style="list-style-type: none"> ○ PRS Licence <p>The PRS Licence required to play copywrited music in the community centre is in the process of being applied for by Envirocare. The cost of this will be met from the Community Centre account.</p>	<p>DY (Terri)</p>
6	Hillcrest Animal Hospital	<p>DT explained that the lease had now been returned from Redrow's legal team and had been forwarded to Hillcrest Animal Hospital.</p> <p>KD also relayed Hillcrest's recent request to install an A3 noticeboard on the exterior of the building near their entrance. RMG to request permission of the building owners, the BVMCL and inform KD/Hillcrest of progress.</p>	<p>DT</p>
7	Community Centre WiFi Update	<p>The WiFi equipment is installed and working at the Community Centre as donated by Boundless Communications. BVCA Committee member, Peter Sykes has worked closely with Boundless to make sure the appropriate equipment and filtering software has been installed.</p> <ul style="list-style-type: none"> ○ Landing Page <p>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.</p> <p>RMG to take advice from their IT team and feedback to the group at the next meeting.</p> <ul style="list-style-type: none"> ○ Health & Safety Pertaining to the masts around the village <p>RMG agreed that the information received by BVCA, from Boundless on the safe operation of the masts was accurate. BVCA have received several enquiries of this nature – up to date health & safety information is available at http://www.buckshaw.org/highspeed-broadband</p>	<p>DT</p>
8	AOB	<ul style="list-style-type: none"> ○ Wheelchair access to the Stage 	

		<p>RMG have been approached by a potential new hall user to discuss the provision of wheelchair access to the stage. RMG to take advice from their legal team and discuss with the building owners, BVMCL and feedback to the group.</p> <ul style="list-style-type: none"> ○ Fire Extinguishers <p>RMG have secured a new contract with the maintenance company responsible for the emergency fire equipment at the Community Centre. All the equipment has been serviced in the last 3 months and will continue to be monitored by RMG.</p> <ul style="list-style-type: none"> ○ Exterior Lighting <p>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.</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 January.</p> <ul style="list-style-type: none"> ○ Envirocare Invoicing <p>SK requested that Envirocare alter their invoices for hire of the community centre. It was suggested that the invoice include details of any carried forward payments. KD also requested that the invoices include payment options by BACS. DY agreed that these changes would be actioned.</p>	DT
			DY
			DY
9	Date of next meeting	Thursday 19 th January 2012, 7.30pm, Community Centre Meeting Room Meeting closed 8.30pm.	