

MINUTES OF A MEETING OF THE
CHARLES BURRELL CENTRE COMMITTEE,
HELD IN THE CHARLES BURRELL CENTRE ON
WEDNESDAY 20th AUGUST 2014, STARTING AT 2.00 P.M.

Present

The Mayor, Mrs S J Armes

Councillors

T J Jermy (Chairman)

Mrs B J Canham

D W R Sully

M P Brindle

D M Crawford

Officers in attendance:

Emma Patrick

Tina Cunnell

Chris Crimmen

David Brooks

Mark Snowdon

Deputy Town Clerk

PPP&C Officer

Committee Secretary

Guildhall Complex Co-ordinator

Charles Burrell Centre Manager

Also present:

Vince Gregory

Tenants Liaison Officer

The meeting was preceded by a 15-minute Open Forum, starting at 4.00 p.m. when members of the public and representatives of the press are invited to address the Committee.

Mark Robinson, Vice Chairman of the Thetford Players was present to sit in on the meeting but had no specific questions.

The Chairman introduced and welcomed Mark Snowdon, the new Charles Burrell Manager, who starts work on 1st September 2014.

Minutes

429/14

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

430/14

APOLOGIES FOR ABSENCE

None.

431/14

MINUTES

Resolved as a true record the minutes of the Committee meeting held on 11th July 2014, received by Full Council on 29th July 2014, be confirmed as a true record and signed/initialled by the Committee Chairman.

432/14

ACTION POINTS

The Chairman to review last month's action points.

a) *Forward Update, Governance Document and Business Plan to Committee.*

This was discussed and resolved at Full Council meeting 29th July 2014.

b) *Arrange further meeting to discuss Update, Governance Document and Business Plan.*

This was discussed and resolved at Full Council meeting 29th July 2014.

c) *Seek Quotes for deep clean of site.*

This is still outstanding (see minute number 445/14).

d) *Contact T&P Fire to arrange check of FFE.*

This had been completed.

e) *Contact Green Team Ltd to ascertain their storage needs.*

This was still outstanding as the storage needs were not yet confirmed.

f) *Obtain quotes for trimming of trees by tennis courts.*

Not yet completed but please see minute number 436/14.

g) *Order 2 x 1100ltr general waste bins from Viridor.*

These have been purchased.

433/14

JULY TENANTS FORUM MEETING

The Tenants Liaison Officer gave feedback on last month's tenant's forum meeting.

- The tenants were informed of the decision for the CBC take the form of a Co-operative Benefit Community Organization.
- The tenants were still concerned that they had not received the signed leases. The Guildhall Complex Co-ordinator confirmed that the first three contracts had now been issued and all the others would be completed shortly. He confirmed that once this backlog had been cleared then new tenants would receive their leases without any delay.
- The tenants were concerned that the frontage sign had not been agreed and in place. Councillor T Jermy reported that the new Centre phone number had not yet been agreed but once this was known the sign can be produced and then erected. He hoped that the sign will be in place for the Open Day on Sunday 7th September 2014.
- The Guildhall Complex co-ordinator stated there should be a policy for tenants who wish to put up signs and notices. It was agreed that all signs and notices should be agreed by the CBC Manager before they can be displayed.
- Councillor T Jermy reported that it is planned that there will be a board in reception with a photo of the Manager, on duty staff and volunteers together with mobile phone numbers.
- The existing tenants felt they did not know when new tenants were joining the Centre. The CBC Manager stated that once in post he would issue a regular tenants newsletter, by e-mail, giving this information together with any other news and copy this to all tenants, staff and volunteers.
- He reported tenants were unclear about charges made for access outside normal hours. Councillor T Jermy reported that everybody had been informed and the normal hours of opening were:
Monday – Friday 8.00 a.m. – 10.00 p.m.
Saturday – 8.00 a.m. – 5.00 p.m.
Sunday – 9.00 a.m. – 2.00 p.m.
If a tenant wishes to use the premises after these hours then a charge could be made if the building was not being used already with a caretaker on duty.
If a tenant hires the main hall for an event then the charge for the hall covers the hours even if they are outside normal hours.

Councillor M Brindle thanks the Tenants Liaison Officer for the report and observed that the Forum was working well.

The Tenants Liaison Officer was asked to liaise with the tenants to compile a profile on their business/organisation.

434/14

HEALTH & SAFETY ISSUES

Councillor B Canham reported that a full Health & Safety Audit was being carried out on Thursday 11th September 2014 and each of the tenant areas will be covered as well as the public areas. The Guildhall Complex Co-ordinator reported that one tenant had refused to log in and out parents who were present in their part of the Centre. It was pointed out that this was a breach of the Tenancy Agreement. The CBC Manager reported that he had been in the Centre last night, as a parent, when the fire alarm sounded. Nobody seemed to know their responsibilities and some of the fire exits were locked. Some food had been burnt in the kitchen so there was no fire but no-one present knew how to turn off the alarm. The Guildhall Complex Co-ordinator stated there was a huge amount of work to be carried out by staff and tenants to ensure there is a robust Fire Safety in place. Councillor T Jermy reported that a clear evacuation plan must be put into place and understood by all. The new CBC Manager was responsible for H&S in his last position and had experience in Fire Safety. He would ensure that H&S and fire safety would be his number one priority when he starts on 1st September 2014.

435/14

INDUCTION PLAN FOR NEW CBC MANAGER

The Chairman outlined the induction plan for the new CBC Manager and this was agreed by the committee.

At this point Vince Gregory left the meeting.

436/14

OPERATIONAL MATTERS

The Deputy Town Clerk reported:

- That a new contract for the disposal of sanitary towels had been signed for 4 bins to be emptied every 2 weeks. There was also a nappy waste bin in the disabled toilet that would be emptied every two weeks.
- During the licensing visits the Crime Prevention Officer suggested that the trees by the tennis courts should be taken down and replaced by two rows of hawthorn bushes which, once established would be a deterrent to unlawful entry to the site. It was agreed that the cost of this work should be quoted for and discussed at the next meeting.

437/14

COMMUNICATIONS STRATEGY

The Deputy Town Clerk reported that a tenant, who wished to install their own telephone lines, had done some initial work at the centre and had accessed the Centres communication cabinets. This should not be allowed in future without express permission and confirmation from the tenant that any damage would be paid for.

438/14

CBC OPEN DAY ON SUNDAY 7th SEPTEMBER 2014

The Chairman reported all the final details had been agreed and he was looking forward to the day. The Chairman reported he will try to install the new sign by the 6th September 2014 and the Mayor has agreed to unveil the sign on the Open Day. It was agreed that a press release should report on the forthcoming event. He would ask Robert Aston if he would have a stall with information on the Co-operative Benefit Community Organization. The Deputy Town Clerk reported that the Premises Licence had been issued and a copy was produced for displaying in the main entrance area.

439/14

ROBERT ASHTON.

After a discussion Councillor D Sully proposed and Councillor D Crawford seconded that as Phase 2 of Robert Ashton's contract had been completed payment should be made.

RECOMMENDATION: That as Phase 2 of Robert Ashton's contract had been completed payment should be made.

Councillor T Jermy reported that the next phase, phase 3, will continue to develop the business plan for the site. Continuing to bring previously indicated support to reality and finalize the establishment of a Community Benefit Society to take the project forward. During phase 3, the future of the Community Shop proposal will be determined and further funding opportunities sought and applied for.

Phase 3 Project brief; August – October 2014

- Finalize the creation of the Community Benefit Society, working with Co-operatives UK and liaising with the Charles Burrell Centre committee.
- Recruit initial members to the organization through the CBC Open Day planned for Sunday 7th September 2014 – target for 100 members recruited.
- Develop further the business plan, revising as necessary the budget, that will be the foundation for the success of the project
- Continue to develop the vision, working with all relevant stake-holders.
- Undertake a visit, with a suitable number of stake-holders, to a similar project to visualize what may be possible – for example, the Bromley by Bow Centre.
- Work with existing and potential stakeholders – converting interest into firm income for the Centre
- Identify and secure funding to support the newly formed Community Benefit Society

Budget

Phase 3 will cost no more than £2,000 – plus VAT – payable in two installments over the two months of the project, i.e. Payment 1 (£1,000) after month 1, payment 2 (£1,000) upon satisfactory completion of all targets.

Councillor D Crawford proposed and Councillor D Sully seconded that the Charles Burrell Centre Phase 3 be adopted as presented at a cost of no more than £2,000 plus V.A.T.

RECOMMENDATION: The Charles Burrell Centre Phase 3 be adopted as presented at a cost of no more than £2,000 plus V.A.T.

440/14

ESTABLISHMENT OF A COMMUNITY BENEFIT SOCIETY

The Chairman stated there was little progress to report with Co-operatives UK to establish a Community Benefit Society. It was important to spend the £10,000 SIB money within the timeframe. The Chairman would ask the Chief Executive of Co-operatives UK to address the Committee on his report when completed.

441/14

HOT DESKING PROPOSAL

The Chairman reported that since the Centre has opened there does seem to be a need in the local area to have a room for single tenants to rent a desk on a daily hourly basis. It was agreed in principle to investigate an area for use by potential businesses on a "hot desking basis". The CBC Manager and the Guildhall Complex Co-Ordinator will investigate an appropriate

room, a rota system and a price that could be charged for this “hot desking” facility and bring this back to committee for consideration.

Councillor Mrs S Armes referred Councillors to Anglia House Business Centre in Bridge Street, Thetford who are currently running a “hot desking” scheme. <http://www.angliahousebusinesscentre.co.uk/serviced-offices/mainwaring-suite/>.

442/14

EXCLUSION OF PRESS AND PUBLIC

To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

448/14

PRESS RELEASES

The Committee approved two press releases:

- To publicise the CBC Open Day on Sunday 7th September 2104.
- To announce the appointment of Mark Snowden (an ex-pupil of the school) as the CBC Manager.

Chairman:

ACTION POINT	BY WHOM	BY WHEN
To seek quotations to remove trees by the tennis courts and replace by a hawthorn hedge.	Deputy Town Clerk	30/09/2104
Seek Quotes for deep clean of site	Deputy Town Clerk	30/09/2014
To investigate an appropriate room, a rota system and a price that could be charged for a “hot desking” facility.	CBC Manager/ CBC Co-Ordinator	30/09/2014
Contact Green Team Ltd to ascertain their storage needs	CBC Co-Ordinator	30/09/2014
A contract cleaner should be employed in the short-term and a replacement cleaner be advertised for using the Council website, social media and the Job Centre.	CBC Manager	A.S.A.P.
To issue a regular newsletter by e-mail to all tenants, staff and volunteers.	CBC Manager	30/09/2014
Follow up expression of interest from Job Centre Plus with further detail and report to Committee.	CBC Chair	Next Committee meeting