

Orchard Park Community Council

Minutes of the Annual General Meeting of the Community Council held on Wednesday 10th May 2017 at 7.00pm at the Community Centre, Orchard Park.

Present: Councillors Y Macaulay (residing Chair), R Nixon (residing Vice Chair), F Oboloje, A Chan, E Meschini and Q Jawadwala.

In attendance: V Wood (Clerk), L Owen (Centre Manager) there was one member of public present.

CC17/001 Election of Chair and Vice Chair and acceptance papers:

- i) Cllr Macaulay was nominated as Chair by Cllr Nixon and seconded by Cllr Oboloje, a vote of all in favour is recorded, Cllr Macaulay accepted the position as Chair for a further term. Cllr Macaulay nominated Cllr Nixon as Vice Chair this was seconded by Cllr Chan, a vote of all in favour is recorded; Cllr Nixon accepted the position for a further term.
- ii) Acceptance papers duly signed.

CC17/002 To receive and approve apologies for absence: Apologies were received and accepted from Cllr C Hosmer (OPCC), County Councillor D Jenkins, no further apologies received.

CC17/003 Disclosures of Interests – There were no disclosures of interest.

CC17/004 Public Participation: No public participation received.

CC17/005 Minutes of meeting on 12th April 2017: the minutes of the meeting held on 12th April 2017 were read, Cllr Meschini proposed they be signed as true; this was seconded by Cllr Jawadwala, a vote of all in favour is recorded. The minutes duly signed.

CC17/006 Report from County Councillors: Report from County Members received and noted, no questions arose. Cllr Oboloje asked for congratulations to Cllr Jenkins on his election to be noted and thanked him for his continued support to Orchard Park.

Report from District Councillors: No report from District Members is received. No District Member present to take questions.

CC17/007 Community Centre Manager: The Community Centre Manager delivered his report which included:

- i) **Facilities new business and Usage monitoring:** The report gave in detail the usage recorded by user groups, it also highlighted areas for promotions which have been proposed to boost business. Members are in support of the proposals.
Action: Centre Manager.
- ii) **Facilities Maintenance Needs and Contracts:** Members are updated with details of the meeting between CM and our current

maintenance provider Kershaw's, assurance has been offered of the new staffing structure and levels to better the service provided to us.

- iii) **Community groups/issues update:** Members are updated that the Centre Manager and Cllr Chan have been closely working with several Community groups arranging specific activities to enhance awareness and upkeep of nature within Orchard Park.

CC16/008 Community Development - The Centre Manager gave a brief update which included –

- i) **Forthcoming Events –** Brief update given by CM.
- ii) **Summer Fiesta:** Update given on confirmed attractions to date, Cllr Nixon asked if first aid facility had been facilitates, CM replied this was still to be actioned. Update noted.

CC17/009 Clerks Report: A report from the Clerk is received and noted, the report included updates from the annual play area inspection and quotations for work. A discussion arose in how to prioritise the necessary repairs. Cllr Oboloje proposed the area POS 1 is implemented first in this financial year and the other areas put on a rolling action plan, with budget allocated each year. Motion seconded by Cllr Chan, a vote of all in favour. **Clerk to action.**

CC17/010 OPCC Policy's Review: To consider –

- i) **Revised equal opportunities' policy:** Having given further consideration to the revised equal opportunities policy Cllr Oboloje proposed it be accepted, this motion was seconded by Cllr Jawadwala all Members in favour. Policy adopted.
- ii) **Proposed new safeguarding policy:** Members confirmed that the new safeguarding policy carried sufficient detail, Cllr Oboloje proposed it be accepted, this motion was seconded by Cllr Jawadwala all Members in favour. Policy adopted.
- iii) **Consider Policies for review at next meeting:** A discussion arose regarding all other policies and Standing Orders, Members noted that they were all compliant and noted that no further update is needed at the current time.

CC17/011 Proposed Sports Facility Extension: Updates received on –

- i) **Revised cost and work schedule:** Members noted the revised figure of £261,168.15 (as detailed on the Clerks report). They noted the new start date would be mid-June running to December. Members were in agreement of the draft letter of appointment however they asked for clarity on the need for a clause in respect of noise during anti-social hours. It was also noted that there should be a requirement to protect the Council should the project over run the proposed finish date. Subject to clarity on this Cllr Meschini proposed the Clerk sign the letter of

intent on behalf of the Council. This motion is seconded by Cllr Nixon, with a vote recorded of all in favour. Members also asked for notices of works and apologies to be placed at the Sports Centre. **Action:** Clerk.

- ii) **Budget and grant funding update:** The Clerk advised that following the request for some further supporting paperwork which she had subsequently supplied she was still waiting to hear if their application for funding will be taken forward to by the Amey Community Fund.

CC17/012 Resource Committee: Members considered to

- i) Note the minutes from the meeting of 5th May 2017 – Minutes noted no matters arose.
- ii) Consider recommendations for the current BCR – Comments noted, a further error within the formula to be amended. No further questions arose.

CC17/013 Finance

- i) **Payments:** Payments for April 2017 are approved, proposed by Cllr Meschini and seconded by Cllr Jawadwala, all in favour payments duly signed.
- ii) **Review end of year figures:** The end of year figures were reviewed; it is noted that although all accounts reconcile and essentially the end of year figures are balanced there is still work to be done in presenting the figures to audit. The figures need to be presented as income and expenditure which will take into account facility usage invoices raised but not paid. A discussion arose regarding the two separate systems which are used side by side one for facilities bookings and how to integrate the systems. Cllr Jawadwala volunteered to look into software that may offer both facilities; the Clerk/Finance Officer would investigate the depths of the bookings system (Avalon) to establish a better way to integrate. **Action:** Clerk.
It is noted that adequate training is needed for the new Clerk on the Scribe system.

CC17/014 *(members of the press and public are requested to leave the meeting before personnel issues are discussed)*

Personnel

Staffing: To include –

- i) Update on further arrangements for staff vacancy: Members note that the re advertising of the vacancy on the Indeed website had brought in a big response for the role. Closing date was 22nd May and interviews set for 26th May.
- ii) New staffing matters arising: Members are updated with the issue

of the overspend on the mobile contract, a discussion arose regarding how best to address the issue; it was decided unanimously that the overspend should be repaid monthly within 6 months and a letter of concern issued. No further staffing issues.

The Chair closed the meeting at 20.45pm

Sign.....Chair

Date.....