

Orchard Park Community Council

Minutes of the meeting of the Community Council held on Wednesday 14th September 2016 at 7pm at the Community Centre, Orchard Park.

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

In attendance: V Wood (Clerk) Lewis Owen (Centre Manager). County Councillor D. Jenkins and one member of public in attendance.

CC16/059 To receive and approve apologies for absence: Apologies received and accepted from County Councillor M Mason. No other apologies received.

CC16/060 Disclosures of Interests –There is no disclosure of interest.

CC16/061 Public Participation: The member of public in attendance raised the issue regarding confusion with our face book page, he advise that there did not seem to be many updates and there were was more than one page which was confusing. Cllr Chan updated him with the recent work and changes that had taken place and that a new QR code had gone out on the latest newsletter. Members agreed that a link to the FB page from our web page would be useful **Action:** Clerk.
The member of public also asked if there were records of population and ratio for facilities and where they may be located. The clerk agreed to collate some figures and statistics for circulation. **Action:** Clerk.
The Chair outlined areas of responsibilities of the Community Council and added that recently he had received communication and request to resolve situations which were not within the Community Council's role.

CC16/062 Minutes, to agree minutes of the meetings on 10th August 2016: The minutes for the meeting held on 10th August 2016 were considered; Cllr Oboloje proposed that they be signed as true record, motion seconded by Cllr Hosmer all in favour, minutes signed. No matters arose.

CC16/063 To receive reports from District and County Councillors:

A report from County Councillors is received and noted: A question arose regarding the division of expenditure on the City Deal, Cllr Jenkins urged all present to visit the City Deal web site with comments. No further questions arose.

A report from District Councillors is received and noted: Apologies received from Cllr Davies. A question arose regarding the investment /spend on new homes, Clerk to request clarity form District Councillors. **Action:** Clerk

CC16/064 Centre Manager: A report from the Centre Manager is received and noted, which included:

- i) **Facilities usage including new business usage and monitoring:** The Centre Manager updated members with the usage for August, the new enquiries and provisional bookings in place, also members noted that attendees monitoring has resumed and in the first 2 weeks of September

there were 643 users.

- ii) **Facilities maintenance needs and contracts:** Members were updated of the outstanding maintenance requirements and the quotes applied for.
- iii) **Community groups and issues update:** Members noted that the community groups had now resumed after the summer break and due to the temporary absence of the parent & child play group Centre staff together with one of the parents are facilitating to group. No new groups in place to report.
- iv) **Market Facility:** The Centre Manager updated members with the issues in not receiving enough stall bookings for the advertised market date, and the resource committee's previous conversation regarding this issue. Cllr Hosmer proposed that as per the recommendations of the Resource committee the Market should be postponed from 10th September to 3rd December and all effort should be given to making this event successful. This motion was seconded by Cllr Chan and all members were in favour of supporting this.

CC16/065 **Community Development:** Members noted the events scheduled for Autumn/winter no questions arose.

CC16/066 **Clerks Report:** A report from the Clerk is received and noted which included:

- i) **General correspondence:** The Clerk updated members that communication relating general cleanliness of Orchard Park and over grown weeds etc... is received. Action taken; appointment made to discuss the POS areas with our new grounds maintenance contractor and advised claimants of the areas of responsibility for other reported issues.
- ii) **Playpark maintenance:** The wet pour at Topper St Play area is now complete, areas of concern at POS1 have been inspected and points of action have been divided between Centre Manager and Clerk to resolve, quotes to be applied for. **Action:** Centre Manager & Clerk
- iii) **Website/media update:** A discussion arose regarding the website maintenance and what further action was required to make the site more user-friendly and eye-catching. With limited funds for this area Cllr Chan offered to meet with Clerk & Clerks assistant to see what in-house maintenance could be done.

CC16/067 **Anti-Social Parking and traffic management:** The Chair updated members with the recent reports of anti-social parking causing obstructions in Central Avenue. A discussion arose regarding the possibility of further Yellow Lines; however this would now be the responsibility of County Council since the roads have been adopted. It was agreed that the situation should continue to be monitored and will be brought back to next meeting.

CC16/068 **Staff Pensions and Payroll:** Following the instruction from Council at our last meeting the Clerk contacted 'Enrol my staff' to set up the process with Smart pensions and letters have now been sent to staff advising of the first stage of the process. However it has now been discovered that our current payroll provider will make a charge of £20 per month for the administration of the pension deduction on top of the £29 + VAT monthly fee we already pay, as well as a set-up fee of £100 whichever pension provider we were to select. On balance of this 'Enrol my Staff

who are also payroll providers can take over the whole process for an all in cost of £35 +VAT (as well as the management fee we have already sent for the pension set up). After a discussion giving to consideration to the cost implications, Cllr Meschini proposed we transfer the payroll to 'Enrol my Staff' this was seconded by Cllr Nixon all members in favour. **Action:** Clerk.

CC16/069 Policing and Crime prevention: Members are advised that to-date there has been no conformation regarding the approval of the micro-beat. Cllr Hosmer and Cllr Meschini advised that they would look in to setting up the Neighbourhood watch, Cllr Macaulay advised that he would forward the relevant information to them. **Action:** Yemi Macaulay.

CC16/070 Proposed Sports Facilities Extension: Members are updated with a variation on one quotation the Quality surveyors and the reason, however this did not change the lowest quotation and members were all in favour to proceed as previously recorded. **Action:** Clerk.

CC16/071 Planning Committee:

i) **Note minutes of the meeting of 15th August:** Minutes noted.

CC16/072 Resource Committee:

- i) **Note the meeting minutes from 2nd September 2016** – the meeting notes were noted with no matters arising.
- ii) **Consider/note Committees comments on the current BCR** – Nothing recorded.

CC16/073 Finance and Resource

- i) **Payments:** Payments for August 2016 considered, with no issues arising. Cllr Nixon proposed they be approved, seconded by Cllr Meschini, all members in favour, payments approved and duly signed.
- ii) **Budget & Audit:** No update received. No further matters arising.

(Members of the public are requested to leave the meeting room before personnel issues can be discussed)

CC16/074 Personnel

Staffing: Update on Staffing issues: - Members noted the new reception/Admin post would commence on 19th September. No further issues to report.

The meeting closed the at 8:05pm

Sign.....Chair

Date.....

