

Orchard Park Community Council

Meeting minutes of the Resource Committee held on Friday 8th July 2016 at 7pm at the Community Centre, Orchard Park.

Present: Councillors R Nixon (Chair), E Meschini and A Chan.

In attendance: V Wood (Clerk/Responsible Finance Officer)

Quorum 3

- RC16/001 To elect Chair to the Resource Committee** – Cllr Meschini nominated Cllr Nixon to be Chair, Cllr Chan seconded this motion to which Cllr Nixon accepted, all in favour Cllr Nixon elected as Chair of Resource Committee for a further term.
- RC16/002 Apologies** – Apologies received and accepted from Cllr's Y Macaulay, D Warren and L Owen (Centre Manager).
- RC16/003 Declarations of Interests** – There were no declarations of interest.
- RC16/004 Public Participation** – There were no public attendees.
- RC16/005 Minutes:** The meeting minutes of the 6th May 2016 were read with no questions arising. Cllr Meschini proposed that they were a true record and may be duly signed, seconded by Cllr Chan all in favour, minutes signed in accordance.
- RC16/006 Facilities Update:** A report from the Centre Manager was received and noted, which included:
- i) **Income generation** – Members noted the income figures recorded for June; it was suggested that these figures would be better presented in table format. **Action:** Centre Manager. It was also discussed that there are many smaller ways to boost the income such as sourcing the catering and adding on an administration fee. **Action:** Centre manager to explore and report at next meeting.
 - ii) **Enhanced facilities usage:** The facilities usage figures are noted, it is suggested that the business plan's which were produced last year are revisited and updated, for further discussion at the next meeting.
 - iii) **Repair quotes and costings:** The revised printer/copier quotations were given consideration and in view of the amended figures (following the existing supplier rectifying an over charge for the past year) the saving for a 3-year term was not considered as benefit enough, all members were in favour of opting for the 5-year contract **Action:** Centre Manager.
Members are advised that the former Astroturf maintenance

provider 'Pro-tech' have gone into receivership, however the receivers 'Technical Surfaces' have agreed to honour the contract prices for the remainder of the year.

Members considered the quotations from our contracted maintenance supplier regarding vital maintenance work in regard to emergency lighting, heating pump and plumbing in the Men's toilets; they looked at the appropriate budget lines for these vital repairs. Cllr Nixon proposed they be instructed to complete as soon as possible Cllr Meschini seconded the motion, all in favour.

Action: Centre Manager. Members also discussed other possible savings such as LED bulbs in the flood lights, it is noted that a realistic costing should be gained for this and it may be necessary to introduce an environmental changes budget line to the budget next year in order to make long term savings.

RC16/007 **Reserve Funds:** Members studied the spread sheet with the current status of investments and noted the interest gained over the past financial year. It is noted that we should look at a better option of investment for a further £70-80K. **Action:** Clerk to investigate options.

RC16/008 **Pensions:** Members looked at the key information supplied regarding the new legal requirements for contributing to staff pensions. They raised questions regarding the personal preference of the individual staff members, if they already had a pension provider and how they should obtain further information. It is agreed the Clerk should contact an independent adviser to clarify the points raised and ask if they could attend the full Council meeting in July, they also asked the Clerk to seek further information from CaPALC. **Action:** Clerk.

RC16/009 **Payments:** The Payments for June 2016 were noted, no questions arose.

RC16/010 **Consider BCR report:** Members considered the updated BCR, income & expenditure figures noted. No questions arose.

RC16/011 **Staffing resource issues:** Members noted that the new rota introduce to accommodate a litter pick in the afternoon was not altogether successful and noted the Caretakers comments on safety using the SUV while the children were returning from school. Members asked that the Caretaker rota and workload continue to be monitored.

Members are advised the notice to gain interest in the potential reception/bookings assistant vacancy sparked some local interest. Members decided that following a further local specific job vacancy advertisement in the Newsletter and other OPCC media resources, the current selection process could be applied in filling the roll.

Meeting closed at 20.35

Signed:..... (Chair)

Date:.....