

Orchard Park Community Council

Meeting minutes of the Resource Committee held on Friday 2nd September 2016 at 7pm at the Community Centre, Orchard Park.

Present: Councillors R Nixon (Chair), Y Macaulay and A Chan.

In attendance: V Wood (Clerk/Responsible Finance Officer), Lewis Owen (Centre Manager).

Quorum 3

RC16/024 Apologies – Apologies received and accepted from Cllr's E Meschini and C Hosmer.

RC16/025 Declarations of Interests – There were no declarations of interest.

RC16/026 Public Participation – There were no public attendees.

RC16/027 Minutes: The meeting notes of the informal meeting held on 5th August 2016 were read and signed, with no questions arising.

RC16/028 Facilities Update: A report from the Centre Manager was received and noted, which included:

- i) **Income generation** – CM updated members with the totals invoiced in July for both facilities and the actual income received to date relating to those invoices. He also ran through the facilities maintenance expenditure for the month and noted areas needing repair and quotations requested. Members discussed the Market facility which was due to be held on 10th September and noted that there had been no takers from stall holders despite the attempts which had been made by the CM. Members discussed what action could be taken and all agreed that this should be postponed to a Christmas Market, they discussed other possibilities to gain support from stall holders that included approaching charities to aid boosting the charity funds. All in favour of the postponement. **Action:** Centre Manager. Members noted that this course of action be brought to Full Council for further discussion.
- ii) **Enhanced facilities usage, including Business Plan for Community Centre:** The Centre Manager ran through the 2014/15 plan highlighting where we fell short of achieving the goals and suggested possible actions which may be taken. Members then looked at the Community Centre draft business plan for 2016/17, a discussion arose regarding empty space Mon-Fri and possible actions that could be done to attract the facility as a training venue, which the Centre Manager and Clerk had been looking into.
- iii) **Repair quotes and costings:** There were no current quotations received to date for approval, however 2 had been requested and

were expected. As they were non-urgent they would be brought to the next meeting.

RC16/029 Pensions: The Clerk had contacted 'Enrol my Staff' to implement the pension transition as instructed, further update had not been received to-date due to annual leave, Clerk to chase. **Action:** Clerk.

RC16/030 Reserve Funds: Members studied the spread sheet with the current status of investments and noted current value of investment. They also noted the fall in the current valuation of the property fund to date and noted that the dividends received to-date added to the current valuation did mean that the investment had still offered a better return than that it was receiving formally. No Questions arose.

RC16/031 Payments: The Payments for August 2016 were noted. Members asked for clarity on the World-pay charges, Clerk advised of the current card payment usage and that we are subject to the under use charges. Members agreed that the need for the facility justified the charges. They also asked for clarity on the Traffic Management fee, Clerk advised that it was the charges for the Yellow lines which had been differed due to the invoice not being received on time. No further questions arose.

RC16/032 Consider BCR report: Members considered the updated BCR, income & expenditure figures noted. No questions arose.

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

RC16/033 Staffing resource issues: No Staffing matters to report.

Meeting closed at 20.10

Signed:..... (Chair)

Date:.....