

Orchard Park Community Council

Meeting minutes of the Resource Committee held on Friday 6th January 2017 at 7pm
at the Community Centre, Orchard Park.

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

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

Quorum 3

RC16/066 Apologies – None received.

RC16/067 Declarations of Interests – There were no declarations of interest.

RC16/068 Public Participation – There were no public attendees.

RC16/069 Minutes: The meeting minutes of the meeting held on 4th November 2016 were considered, Cllr Macaulay proposed they be signed as true record, this was seconded by Cllr Chan. Minutes duly signed, with no questions arising.

RC16/070 Facilities Update: A report from the Centre Manager was received and noted, which included:

- i) **Income generation** – Members were updated with the total invoices raised for December and settled accounts, they also noted total funds paid to Bank which would have included some November invoices. All figures recorded on Managers report. A brief discussion took place regarding set targets and how these may be achieved. Further development of the business plans to be considered for next meeting. **Action:** Centre manager
- ii) **Enhanced facilities usage:** Members discussed further ways to maximise income on all facilities including the market square, they looked at quotations for purchasing market stalls which would save funds in the long term, they also noted that these could be utilised at other events such as the Fiesta. The Centre manager was asked to obtain further quotations and bring to FC for decision. **Action:** Centre Manager.
- iii) **Repair quotes and costings:** Outstanding repairs and quotations were discussed, in particular the bi-annual maintenance for the green roof at the Community Centre. The cost of repairs for the roof over the past 5-years had not exceeded the cost for annual general maintenance and Members felt that the annual service fee was extremely high. The Centre Manager was asked to get further clarity on the need for annual services and also see if a cheaper option could be found. **Action:** Centre Manager. Members also noted that we are still awaiting a quotation for the boiler display board and the fencing quotations for the Sports Centre, note to chase. **Action:** Centre

Manager.

- RC16/071** **VAT:** Members noted that the VAT registration is completed and the document is expected imminently registration will commence on 31st January 2017 as decided at the last Full Council meeting.
- RC16/072** **Sports Facility Extension:** Members are updates that a meeting with the project co-ordinator took place this day and that 8 companies have been put forward to ask to tender. A discussion arose regarding where additional funding may be obtained, Clerk will make further enquiries. **Action:** Clerk.
- RC16/073** **Budget 2017/18:** Members considered the draft budget updated figures and noted requirements for precept. Further scrutiny is applied, note for provision of recently introduced Bank charges is made. Recommendation will be given at FC.
- RC16/075** **Payments:** The Payments for December 2016 are noted. Clarity given on Manpower invoices, Bank Charges and PAYE/NI payment. No further questions arose.
- RC16/076** **Consider BCR report:** Members considered the updated BCR, income & expenditure figures noted, Cllr Chan asked for further update on missing formulas to be made and reviewed at FC. No questions arose. **Action:** Clerk.

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

- RC16/077** **Staffing resource issues:** Members noted further sickness recorded and the progress with the occupational Health update.

Meeting closed at 20.50

Signed:..... (Chair)

Date:.....