

Orchard Park Community Council

Meeting minutes of the Resource Committee held on Friday 3rd February 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

- RC16/078 Apologies** – None received all committee members present.
- RC16/079 Declarations of Interests** – There were no declarations of interest.
- RC16/080 Public Participation** – There were no public attendees.
- RC16/081 Minutes:** The meeting minutes of the meeting held on 6th January 2017 were considered, Cllr Meschini confirmed they were a true account which was agreed by Cllr Macaulay, all members in favour Minutes duly signed, no questions arose.
- RC16/082 Facilities Update:** A report from the Centre Manager was received and noted, which included:
- i) **Income generation** – The income figures received for both facilities are noted. The Business plan for the Community Centre was revised, Members discussed options to fill the down time space with schemes such as discount codes etc... they also discussed other methods to improve the overall figures such as add on's with catering CM will look at options and report to next meeting. **Action:** Centre Manager.
 - ii) **Enhanced facilities usage:** Usage of the Market facility was discussed and samples for the stalls were looked at. The Centre Manager was asked to obtain clarity on the existing quotation and bring this and the comparison quotations back to the next Full Council meeting. **Action:** Centre Manager. Members also looked at the quotation for the outdoor gym equipment which totalled £9,500 including installation for 8 apparatus. The Clerk is asked to check what figures were discussed in the S106 for the proposed Commercial site and report back. **Action:** Clerk.
 - iii) **Repair quotes and costings:** Members are updated with current on-going maintenance which included the replacement power box from Briar security and the quotations for re-painting the internal walls of the Centre. CM also updated Members with the unacceptable delays on repairs which were are receiving from the current contract provider Kershaw's. Communication with complaint being raised. **Action:** Centre Manager. No further issues to consider.
- CC16/083 VAT:** Members are updated that the VAT registration is complete

and the registration number is received. Sports invoices which are not subject to a contract will be charged VAT from 1st February 2017.

RC16/084 Energy Renewal Contract: Members' considered the contract for POS4 lighting which is up for renewal and the out of contract situation we are experiencing at the Sports Centre. Members concluded that the best option presented is to change supplier and considered the best quotation received was from Corona, all in favour to instruct the Clerk to switch user accordingly. **Action:** Clerk.

RC16/085 Reserve Fund and investment status: Members considered the updated spread sheet specifying the level of investments currently provided and noted that the reserve fund being held with Unity Trust is excessive; however they note that the majority of this capital will be needed on short term access for the new build project at the Sports Centre. They asked the Clerk to consider other investment for moneys over £80,000 which would be likely to remain once the building project was complete. **Action:** Clerk.

RC16/086 Budget 2017/18: The Budget and precept for 2017/18 was set at the Full Council Meeting on 11 January, Precept has now been applied for. No further update.

RC16/087 Payments: Payments for January are noted, clarity is given for the high energy payment relation to the Sports Centre. No question further arose.

RC16/088 Consider BCR report: Members considered the updated BCR, income & expenditure figures noted. Members discussed the possibility for Virement from Changing room and Community Centre Gas to cover overspends on Changing room electricity due to out of contract charges. Refer to full Council, no further questions arose.

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

Staffing resource issues: Members noted the proposed action required arising from the closed meeting held prior to this Resource meeting. No new matters to discuss.

Meeting closed at 20.20

Signed:..... (Chair)

Date:.....