

Orchard Park Community Council

Meeting minutes of the Resource Committee held on Friday 5th May 2017 at 7pm at the Community Centre, Orchard Park.

Present: Councillors R Nixon (Chair), A Chan and Q Jawadwala.

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

Quorum 3

- RC16/110 Apologies** – Apologies received and accepted from Cllr's Y Macaulay, E Meschini and C Hosmer.
- RC16/111 Declarations of Interests** – There were no declarations of interest
- RC16/112 Public Participation** – There were no public attendees.
- RC16/113 Minutes:** The meeting minutes of the meeting held on 7th April 2017 are considered; Cllr Chan confirmed they were a true account which was seconded by Cllr Jawadwala, all members present in favour, minutes duly signed, no questions arose.
- RC16/114 Facilities Update:** A report from the Centre Manager was received and noted, which included:
- i) **Income generation** – Members are updated with the income generated in April from the invoices raised and the actual figures received for both facilities. CM presented the new report which will be printed from the Avalon system to demonstrate the income generation more clearly. Members agreed this was a clearer way displaying the information.
 - ii) **Business Plan Update:** The CM advised Members that the increased pricing on refreshments and kitchen hire to £8 per hour was not applied yet due to staff commitments the system had not yet been updated, however the increase would commence for the beginning of June. **Action:** Centre Manager.
 - iii) **Repair quotes and costings:** Members considered the quotes received for the cleaning and re lining of the MUGA. A discussion arose regarding the need to complete the clean and re-lining at the same time or the possibility of splitting over two financial years, hence conforming to the allocated budget. It was decided that given the budget allocation of £500 which was un-changed and un-used over the past 7 years was indication that the treatment would probably be considered on a five year rotation, this could be interchanged with both the Astro maintenance and Tennis Court maintenance. This would be shown differently on the 2018/19 budget as a joint maintenance fee where there

would be a higher allocation. To this end it was proposed by Cllr Chan that the MUGA be cleaned and lined in the current financial year at the best price of £1,700 creating an overspend that could be a budget virement, this motion was seconded by Cllr Jawadwala, all members present in favour.

Action: Centre Manager

Members also considered the quotation for the Astro clean and sand top up, they were all in favour of the sand top up as necessary for the current year and the treatment clean to be deferred to 2018/19. **Action:** Centre Manager to instruct.

RC16/115 Sports Facility extension: updates on the proposed Sports facility are received which included –

- i) **General update on delivery and schedule:** Members are updated that the cost of the second toilet is re-instated into the costings as the saving did not outweigh the inconvenience of the lack of facility and the revised estimate was now £261,168.15 much closer to the original budget of £250,000. The Clerk is still awaiting confirmation of the start date and scheduled to complete.
- ii) **Funding application update:** The Clerk advised that following a response asking for further information to be submitted she had not received any confirmation or invitation to present further at this stage.

RC16/116 Payments: Payments for April 2017 are considered, clarity was given on the payments in relation to the annual contracts for waste collection and business rates, no further questions arose.

RC16/117 Consider BCR report: The BCR was incomplete due to heavy workload, Members asked for the profile figures to be updated and brought to Full Council for consideration. **Action:** Clerk

RC16/118 Budget 2016/17 end of year figures: Members are advised that the account is reconciled, however there is still further preparation for audit purpose, update to be brought to Full Council.

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

RC16/119 Staffing resource issues: Consider staff issues arising to include:

- i) Applicants for the current vacancy – Members looked at the standard of application received from the second round of advertising.
- ii) A discussion arose regarding interview panel and date, it was agreed Cllrs Nixon, Jawadwala and the present Clerk would form the panel. The date was set for 26 May 2017. Confirmation of receipt of application would be sent to all applicants together with advisory of the interview date,

applicants to note that if they did not receive further information after shortlisting on 22 May they had not been successful. **Action:** Asst. Clerk

- iii) Temporary measures to cover the reception maternity leave were discussed, members noted that the candidate who had been 2nd choice at the original interview would be interested in taking the role on temporarily, however she was not available until the beginning of September, she would be available for training before the current receptionist left. Members were happy for the Centre Manager to peruse this process. **Action:** Centre Manager.
- iv) No New matters arising.

Meeting closed at 20:40

Signed:..... (Chair)

Date:.....