

Orchard Park Community Council

Meeting minutes of the Resource Committee held on Friday ~~3rd March~~ 2017 at 7pm at the Community Centre, Orchard Park. ~~7th April~~

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

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

Quorum 3

RC16/100 Apologies – None received all members present.

RC16/101 Declarations of Interests – Cllr Nixon declared a possible interest in item R16/109.

RC16/102 Public Participation – There were no public attendees.

RC16/103 Minutes: The meeting minutes of the meeting held on 3rd March 2017 are considered; Cllr Hosmer confirmed they were a true account which was seconded by Cllr Meschini, all members in favour, minutes duly signed, no questions arose.

RC16/104 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 presented it is noted that the combined facility income target is met. Members looked at the new format for demonstrating the figures and commented that this was a lot easier to make comparisons.
 - ii) **Business Plan Update:** Members noted that the suggestions from the previous meeting regarding increased pricing on refreshments and kitchen hire to £8 per hour implemented, marketing which will include reduced offers for down time in July and August will be organised.
 - iii) **Update on proposed outside Gym Facility:** Members considered the 3 quotations for the outside gym installation; all agreed the most favourable quotation would be the way forward subject to satisfactory consultation and conformation of s106 funds.
 - iv) **Repair quotes and costings:** Members considered the quoting for fencing a discussion arose regarding a more robust fence and members considered options for the future, however it is noted that anything introduced should be compliant with the original design guide. Cllr Hosmer proposes instruction is given to ML Partnership the most favourable quotation, motion seconded by Cllr Chan. **Action:**
- RC16/105**

Centre Manager to instruct.

C16/106

(Cllr Macaulay gave apologies that he had to leave to attend another meeting)

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

- i) Reviewed costings – Members noted the revised quotations and the areas of change; members were happy to recommend commencement of the project as the new costings were close to the original estimate, subject to clarity from the project co-ordinator at Bidwell's that these changes would not have a long term affect or disadvantage. The Clerk would forward the new quotation to all Members in advance of Full Council for further consideration. **Action:** Clerk.
- ii) Funding application progress – Members noted the stage that the funding bid was at and discussed methods to involve facility users in a further consultation. Members also asked the Clerk to look into other funding opportunities such as BPHA and other community based organisations.

RC16/107

RC16/108

Payments: Payments for March 2017 are considered, Members asked for clarity on the payments in excess of £1,000.00 which included Local World, Bidwell's and Extra energy. Clarity given, no further questions arose.

Consider BCR report: Members noted that the expenditure on 2016/17 budget is underspent at year end. They noted that the full budget from commuted funds had not been absorbed making the total showing on the income line less than that on the annual budget line.

Budget 2016/17 end of year figures: End of year arrangements and timescales noted.

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

Staffing resource issues: Consider staff issues arising to include:

- i) Applicants for the current vacancy – Members consider applications for the Clerk/Finance Officer vacancy and note the outcome from the informal chats which had taken place.
- ii) Discuss procedure to fill the vacant post - In view of the poor response from the advertisement Members discussed further options, it was decided unanimously that the post should be re-advertised through the SLCC at a higher pay scale, 28 – 30 for non-qualified Clerk and 31 – 34 for a qualified Clerk.

The new closing date to be 22 May. The Clerk should also contact 2 agencies' to consider filling the roll. **Action:** Clerk

- iii) Staff reviews and pay scales – Members considered the Staff reviews and agreed provision for pay increment to be introduced from 1st April 2017. **Action:** Clerk
- iv) No New matters arising. None arising.

Meeting closed at 21:10

Signed: ROBERT NIXON (Chair)

Date: 5/5/17

