

Brinsworth Parish Council

MINUTES OF THE PREMISES MEETING HELD ON THURSDAY 01 FEBRUARY 2018

Those present :

Chairman : Cllr J Williams

Vice-Chairman : Cllr D Barry

Councillors : Cllr R Bowler, Cllr A Buckley, Cllr D Dyson, Cllr Mrs P Gregory, Cllr Mrs M Hughes, Cllr S Ridge, Cllr Mrs M Rollinson, Cllr Mrs K Saxton

Officers : Mrs G Blank

656P Apologies

Apologies were received from Cllr Tompkins and reason given was approved.

657P Declaration of Members Interests

The Chairman asked Councillors to make any declarations of interest prior to the relevant item being discussed.

658P Approval of the minutes of the meeting held on:-

11th January 2018

RESOLVED: That the minutes of the meeting held on the 11th January 2018 are approved as a true and accurate record.

659P To receive information on ongoing issues and decide further action where necessary

653P (646P) Pavillion Roof - The Clerk informed Councillors that the roof report from the Insurance Company had been received and it confirmed that the Parish Council do not have a valid claim. The report also goes on to say that they will not be liable for any further damage caused by state of the roof. The Clerk reminded Councillors that there were 2 quotes received, both of a similar amount, and that works would need to be completed during the school holidays to prevent a claim from Funtime for loss of earnings.

RESOLVED: That the Clerk arrange for the roof repairs to be completed by Cadam Construction as per the quote of £43,271.02, to be completed at the earliest convenience.

653P (647P) Field Lights - The Clerk informed Councillors that she still needed to obtain quotes.

653P (648P) Bus Shelter - The Clerk informed Councillors that a meeting was in the process of being arranged with SYPTE.

660P Update on Bookings

- To receive an update on regular and one-off bookings

The Clerk provided an update on regular bookings and highlighted new bookings to Councillors.

The Clerk had received a letter from RMBC Electoral Services requesting the use of

the old Community Hall for the combined authority Mayoral election to be held on the 3rd May 2018.

As the new building will not be finished by this date it will mean offering the use of the Pavilion causing disruption to Funtime Pre-school. The Pre-school have been asked by the Assistant Clerk for an estimate of loss of earnings which is approximately £800 plus a days loss of room hire to the Parish Council. Councillors discussed how they wished to proceed.

RESOLVED: That the Clerk contact RMBC Electoral Services and explain the situation.

661P Resource Centre

- To consider and approve the design of the canopy

The Clerk informed Councillors that she had sent alternative suggestions of canopies for Cadam to look at and provide quotes. She confirmed that the amount allocated by Cadam for the canopy was not itemised but has asked Patrick Meeds (QS) to ask the question. The Clerk agreed to circulate the latest version of Cadam's tender to Councillors.

- To consider and approve the design of the signage

The Clerk reported that until the canopy is agreed she is unable to get a quote for the signage as the space left available needs to be calculated. The Clerk suggested asking a signage company if they could recommend a canopy and sign that would work well together and Councillors agreed that this was a good idea. Councillors asked if planning permission is required for a lit sign and the Clerk agreed to investigate.

- To confirm the supplier of the solar panels

The clerk reminded Councillors of the quote previously discussed and advised them that it was the best quote from the 3 obtained which would see the Parish Council financially benefit. There were more inferior products available at a cheaper price but the Clerk had been assured by the Parish Councils architect that the specification and price of the quote was a very good deal. Councillors asked the Clerk to ensure that Planning permission for Solar panels was not required.

RESOLVED: That the Parish Council accept the quote received for Solar Panels from Cadam Construction of £9,350 (excluding VAT) and approve the installation.

- To approve the initial layout of the bar and kitchen areas

The Clerk informed Councillors that the Project Management group had met to discuss how the space for the bar, cellar and kitchen should be divided and that this, along with the utilities required, had been sent to the Parish Council's Architect for consideration. The Clerk wasn't sure if this was the correct level of detail required but any further detail will need the expertise of a kitchen and bar supplier.

- To approve the job description and terms and conditions of the Centre Manager

The Clerk had previously circulated the proposed job description for the Centre Manager post for Councillors to consider. The Clerk reminded Councillors that the

job description would also need the approval of the Big Lottery. Councillors discussed the role and job description.

RESOLVED: That, subject to the approval from Big Lottery, the job description for the Centre Manager be approved.

- To approve the placement of the advert in the local and regional press

The Clerk shared costings from various media outlets and Councillors discussed them. Cllr Saxton asked the Clerk to look into the cost of advertising on the local authority websites. The Clerk asked Councillors whether they required a job description completing to help make applications comparable or whether a CV would suffice.

Councillors also discussed the timetable for recruitment:-

Closing date for applications: 16th March

Shortlisting completed by: 23rd March

Interview dates sent out w/c: 3rd April

Interviews completed by: 20th April

Job offered by: 27th April

Stat date: 1st June

RESOLVED: That the vacancy advertisements be placed in the Yorkshire Post and Rotherham Advertiser and that the completion of an application form be requested from applicants.

- To consider what other posts may be required

Councillors discussed other posts required to run The Centre. The Clerk advised Councillors that all current Parish Council posts need looking at to ensure that resources available are being utilised efficiently.

Cllr Barry explained the reason for wanting to employ an assistant manager. The Project Management group felt that to run The Centre with just the one manager would be a lot to ask of one person initially. Priority for The Centre manager will be to promote the venue and get bookings, the assistant manager would be responsible for the day to day running of the venue. There is also a legal requirement to have a licencee on the premises when the bar is open, this would be a lot to expect of just one person and would be a problem with holidays etc. It is hoped that this post will fund itself when The Centre is up to capacity and this post would also be offered on an initial 3 year contract.

There will be a need for catering, cleaning and bar staff but this will be organised by The Centre's manager and assistant manager once in post.

The Clerk asked Councillors to consider advertising for both posts at once to save on costs and time spent on recruitment.

RESOLVED: That the Assistant Manager's post also be advertised alongside the Manager post on a 3 year contract.

- To consider and approve the charity name

Councillors discussed options and proposals of 'Brinsworth Community Trust' and 'Brinsworth Centre Trust' were considered.

RESOLVED: That the name of the Charitable Trust be 'Brinsworth Community Trust'.

- To consider and approve the recruitment of trustees

The Chairman informed Councillors that a meeting had been arranged for Monday 5th February with Rob Moore, from Taylor & Emmett Solicitors, to discuss the requirements of setting up a charitable body. It was agreed that the recruitment of trustees should be discussed once this meeting had taken place.

- To consider and approve any other urgent issues regarding The Centre

The Clerk reported that there were no other issues to discuss.

MEETING CLOSED AT 20:35