

Minutes of the Management Committee
held at the Perton Civic Centre on
Wednesday 27th November 2019 @ 7.00 pm

Present: Mrs R A Heseltine [Chairman]
Mrs P Allen
Mrs A James
AA Bourke
PE Davis
D Glynn
B Walters

Becky Hodgetts - Parish Clerk

M20/19 **Apologies**
No apologies received

M21/19 **Declaration of Pecuniary and Other Interests and dispensation requests**
None received

M22/19 **Minutes**
Resolved that the minutes of the meeting held on 18th September 2019, having previously been distributed were confirmed as a true and accurate record and signed by the Chairman.

A query was raised regarding the charging of Councillors for surgeries. Clerk to confirm if this should be given free of charge or whether the Centre can charge.

M23/19 **Management report**

- side stage curtains ordered - now delivered
- Digital time clock for water heater fitted to give better control
- New thermostat fitted to the water heater in nursery toilets
- Revised contracts have been issued to all staff. Contracts drawn up with the help of HR from South Staffordshire Council and approved by Chairman of Management Committee and Chairman of Parish Council
- Flicks in the Sticks - 14th November showed Fisherman's Friends, a total audience of 95 with 29 paying the £4 fee. Next film is 'Yesterday'
- Hot drinks machines have been replaced in both the foyer and boardroom.
- A booking for a magic and illusion show has been cancelled for December. The reason given was poor ticket sales, but unfortunately they also had some negativity by locals. Their social media pages and websites received less than complimentary messages along with some rude phone calls from local residents who seemed to think that shows like this were not welcome.

M24/19 **Purchase of new laptop**
Following discussion it was **Resolved** to purchase a lap top and docking station in the next financial year. The clerk will use the laptop and the current desk top will replace the Assistant Clerks.

M25/19 **Health & Safety**

- a) Legionella Update - three quotations for legionella awareness were presented to the committee. **Resolved** to recommend on-site training with Tutorcare at a cost of £395 + vat. To offer spaces to other parish councils to reduce the cost.
- b) Evac Chair - A quotation for a suitable evac chair was presented. There was some debate on this item. Cllr Mrs A James to investigate the possibility of a donated one. **Resolved** to confirm if the District Council have one and if NHS nurses who use the Civic Centre are trained in using an evac-chair. To add to the next agenda.
- c) First Aid Training - three quotations for first aid training were presented to the committee. **Resolved** to recommend on-site training with Onsite First Aid Training Company at a cost of £429 + vat. To offer spaces to other parish councils to reduce the cost.

M26/19 Civic Centre refurbishment

- a) Lighting Upgrade. It was **Resolved** to look at changing the current lighting to new lower energy LED fittings, to start in the nursery corridor. The Clerk to investigate a refresher Electrical course for the new Caretaker.
- b) Stage 'Blacks' have been delivered. Harlequin will install once the pantomime has finished in January 2020.
- c) Budget for purchase of necessary equipment. Following discussion it was **Resolved** to set a budget of £1,500 for new tools and tool storage. Tools are not to be lent to customers, work to be carried out by Caretakers or trades man.

Perton Civic Centre is designated as an Emergency Centre. The caretakers are currently completing an inventory of crockery and cooking items, **Resolved** that the following items are definitely required, large catering pans, large frying pans and utensils.

The committee would like further information on the designation:

- who designated the Civic Centre as an emergency centre
- what happens in an emergency situation and what is expected of us?

Resolved the Clerk will Contact District Council to gather further information.

M27/19 Staffing

- a) Assistant Clerk - Following discussion it was **Resolved** that 48 hours to be carried over to 20/21 entitlement and a further 72 hours to be paid at one week per month instalments as a one off.

Resolved that all future overtime accrued by the Assistant Clerk will be paid. When the clerk is on holiday the assistant will only be required to cover the Monday to Thursday, the Admin assistant will cover on a Friday.

- b) Salary Review for Civic Centre Staff - **Resolved** Full time Caretakers and Admin Assistant to be given a one point incremental rise from 1st January 2020. Admin Assistant to receive a further point when ILCA training is completed.

M28/19 Date and Time of next meetings

Wednesday 5th February 2020 at 7.00pm

Meeting closed at 8.40pm

Chairman

Date 5th February 2020