

MINUTES OF A MEETING OF THE  
CHARLES BURRELL CENTRE COMMITTEE,  
HELD IN THE CHARLES BURRELL CENTRE ON  
WEDNESDAY 10<sup>th</sup> DECEMBER 2014, STARTING AT 11.00 A.M.

Present

The Mayor, Councillor Mrs S J Armes

Councillors  
T J Jermy (Chairman)  
M P Brindle  
D Crawford

Officers in attendance:

Tina Cunnell	PPP&C Officer
Mark Snowdon	Charles Burrell Centre Manager
Chris Crimmen	Committee Secretary

Minutes

**AGENDA**

- 849/14      **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
None.
- 850/14      **APOLOGIES FOR ABSENCE**  
Apologies for absence were received from Councillors Mrs B J Canham, D W R Sully and S N H Wright.
- 851/14      **MINUTES**  
Resolved as a true record the minutes of the Committee meeting held on 17<sup>th</sup> November 2014, received by Full Council on 25<sup>th</sup> November 2014, to be confirmed as a true record and signed/initialled by the Committee Chairman.
- 852/14      **ACTION POINTS**  
The Chairman reviewed last month's action points.
- The Special Full Council meeting was fully publicised.
  - The broken window was repaired at a cost of £180.
  - The hot desking room was not yet ready for use – still ongoing.
  - Letters were sent out to debtors.
  - Tenants were contacted regarding name plates and the signs were currently being produced.
  - All the outside lights were now operational.
  - Still awaiting to hear from Job Centre Plus if the bid was successful.
  - The winning tree removal tender has been awarded and will be deferred for 6 months.
  - The PPP&C Officer will send the cleaning tender for Councillors agreement by e-mail.
  - It was confirmed that the volunteer working on IT does not interfere with breakwater services.
  - The PPP&C Officer confirmed she has set up a system to monitor the hours spent by council staff on CBC matters.
  - A press release was issued regarding CBC process.

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#### CHARLES BURRELL CO-OPERATIVE

The Chairman outlined the follow up actions required following Special Full Council meeting held on 27<sup>th</sup> November 2104. He asked how do we see the next three months prior to the transfer on 1<sup>st</sup> April 2015? He suggested that the first meeting of the new Board by the end of February 2015 and then meet weekly, the monthly. This committee would continue until after the Full Council meeting on the 27<sup>th</sup> January 2015 when 3 members of the Council will be voted onto the new board. The tenant's forum would decide how their 3 members would be elected and he stated NCC would appoint their own representative.

Actions needed:

- Set up a Bank Account with the signatories to start a.s.a.p.
- Cash handling procedures should be set up.
- Invoice system and guidelines based on Council system.
- Sage – Ruth and Adam setting up systems.
- Use the same payroll system as Council – who qualifies for pension?
- Change all the insurance policies as from 1<sup>st</sup> April 2015.
- Make sure all licences are set in name of CBC Ltd,
- Set up Financial Regulations with a clear chain of command.

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#### UPDATE FROM TENANTS FORUM

There had not been a tenants forum meeting since the last CBC Committee meeting.

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#### OPERATIONAL MATTERS

The CBC Manager gave an overview on the operational matters in the past month:

- The team had been working hard on maintainance work.
- He was working on the sale of excess items.
- He had made sure there was a paper trail on all items sold or disposed of.
- He was reducing cleaning hours over the Christmas break.
- He is prioritising areas for cleaning/painitng to those tht can be leased such as the Science block.

He had received quotations for the servicing of the boilers and the quotation of £595 was accepted for the annual service.

**RESOLVED: The quotation for £595.00 was accepted to service the boilers.**

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#### CHARLES BURRELL COMMITTEE FUTURE MEETING DATES

The following dates were agreed by the Committee:

- Wednesday 14<sup>th</sup> January 2015
- Wednesday 4<sup>th</sup> February 2015
- Wednesday 11<sup>th</sup> March 2015
- Wednesday 1<sup>st</sup> April 2015

All meetings commence at 10.00 a.m.

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#### EXCLUSION OF PRESS AND PUBLIC

To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

Chairman

<b>ACTION POINT</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
To complete the decorations/carpet for the "hot desking" facility.	CBC Manager	ASAP
Set up a Bank Account with the signatories to start a.s.a.p.	CBC Manager	ASAP
Make sure all licences are set in name of CBC Ltd.	CBC Manager	ASAP
Change all the insurance policies as from 1 <sup>st</sup> April 2015.	CBC Manager	ASAP
Cash handling procedures should be set up.	PPP&C Officer	ASAP
Set up Financial Regulations with a clear chain of command.	PPP&C Officer	ASAP