

MINUTES OF A MEETING OF THE
CHARLES BURRELL CENTRE COMMITTEE,
HELD IN THE CHARLES BURRELL CENTRE ON
FRIDAY 11th JULY 2014, STARTING AT 2.00 P.M.

Present

The Mayor, Mrs S J Armes

Councillors

T J Jermy (Chairman)

Mrs B J Canham

D W R Sully

M P Brindle

D M Crawford

Officers in attendance:

Emma Patrick

David Brooks

Lance Thatcher

Deputy Town Clerk

Guildhall Complex co-ordinator

CBC Project Co-ordinator

Also present:

Robert Ashton

Vince Gregory

Sharon Nash

to present at 310/14, 311/14 & 312/14

Tenants Liaison Officer

Volunteer Representative.

Minutes

- 307/14 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
Councillor T Jermy declared an interest in agenda item 319/14 g as his sister was one of the tenants in question.
- 308/14 APOLOGIES FOR ABSENCE
Councillor S N H Wright sent his apologies. In addition, the Chair welcomed the Guildhall Complex Co-ordinator to the meeting in his role as the line manager for the CBC Project Co-ordinators.
- 309/14 MINUTES
Resolved as a true record the minutes of the Committee meeting held on 6th June 2014, received by Full Council on 24th June 2014, be confirmed as a true record and signed/initialled by the Committee Chairman.
- 310/14 UPDATE FROM ROBERT ASHTON
The Chairman closed the meeting so that Robert Ashton could present his report to the committee. He reminded the Committee of the Community Consultation event that had taken place on 26th May 2014 which resulted in the recommendation that a multi-stakeholder 'Community Benefit Society' (type of Co-operative) would be the preferred way forward. He stated that the next steps are to continue the engagement with all stakeholders, put together a business plan, submit a full feasibility study to SIB and look to set the Co-operative up.
With regards to further SIB money, he briefed that a code number has to be obtained from Locality in order to submit the bid, which would be for £100,000. If awarded, this money cannot be used for building works and improvements therefore alternative funding would need to be sought. The SIB money could however be used for setting up the new organisation and training for Trustees. In addition he informed the Committee that help may also need to be sought to address a potential funding gap in helping the Community Shop set up in the CBC.

311/14

GOVERNANCE OPTION FOR CHARLES BURRELL CENTRE

Robert Ashton presented the governance option for the Charles Burrell centre to the Committee. This will take the form of a Co-operative Benefit Community Organisation, legally an industrial and provident society. This would gain charitable tax status via HMRC rather than through the Charities Commission.

Robert Ashton read through the standard Co-Operative Governance document. There were several points that were clarified with the Committee which included the suggested registered name and address of the Co-operative, membership and Co-operative Board construct. It was agreed that as this information had not been presented to the Committee before the meeting, no hard copies were available at the meeting and only the items that needed to be updated were covered that a further meeting would be held. Robert Ashton will forward the updated Co-operative Governance document to the Committee who will then have a chance to review. A short meeting will then be convened to formally agree the document.

312/14

VISION AND BUSINESS PLAN

The Business Plan was discussed and it was agreed that Robert Ashton would forward the plan for dissemination to the Committee. As at 311/14 it was agreed that once received, this can then be discussed at the short meeting with a further view to present at Full Council.

313/14

OPERATIONAL MATTERS

The Tenants Liaison Officer reported on queries that had arising from the recent Tenant's Meeting. Concern had been raised over the prompt opening of the building on a morning. The Chairman reported that he was not aware of any incidents, but asked for any details to be passed for investigation. Both the CBC Project Co-ordinator and the Volunteer representative reported that it was their understanding that staff for the day reported for duty at 8.45am to ensure that the building was open on time for customers.

The Tenants were concerned the sign on the building and road signs leading to the site still identified it as the Thetford Academy. The Chairman agreed that this was less than ideal, however it is being looked at. The Tenant Liaison Officer reported that some tenants have also had difficulty in receiving post. All post is delivered to main reception and collected by the Tenants from there, but this could not be relied upon as Post Office staff were not always aware of the change of the site from the Thetford Academy to the Charles Burrell Centre. It was queried whether the Post Office could be contacted to inform them of the change.

Cleanliness of toilets was also discussed, in particular the toilet located in the area where the Thetford Players and the Toy Library are located. They requested that they are cleaned on a more regular basis with soap and sanitary bins provided. The Chairman replied that with the recruitment currently underway for sessional caretakers/cleaners, this situation will hopefully improve in the future.

The Tenant Liaison Officer asked that when new tenants arrive at the CBC existing tenants are informed. The Chairman replied that once a tenant has formally accepted the tenants can be notified and also reported that all tenants are notified regarding the Tenants Forum. The Tenant Liaison Officer also reported that there had been issues with visitors parking on grass when visiting the far end of the building. The Deputy Town Clerk

stated that parking is extremely limited and the road leading down the side of the building could not fit two cars side by side on it at the same time. It was agreed those using the area should park at the front of the building with the bottom to be used as a drop off/pick up point only. Tenants are to remind their users of this and the situation will be monitored.

314/14

HEALTH, SAFETY & WELFARE MATTERS

The Charles Burrell Co-ordinator updated the meeting on progress that has been made within the CBC. Signs showing the location of the fire exits and firefighting equipment are located throughout the site. COSHH (Control of substances Hazardous to Health) forms have been completed for all of the substances used on site with one folder situated in reception and the other to be located in the lockable janitors cupboard. He further reported that risk assessments have been written for all main activities and that these will be ongoing as needed. He is also compiling a pack to be given to each Tenant which will detail many essential items including the agreed hours of operation, firefighting equipment, emergency exits, etc.

The Chairman said that he would like to pay for a full deep clean of the site as any cleaning that has been able to be completed has been limited due to the workloads involved in getting the site operational. The Committee agreed that this should happen, and the CBC Co-ordinator will seek quotes to enable this to happen.

The Deputy Town Clerk advised that T&P Fire were going to be contacted to check all Fire Fighting Equipment (FFE) and replace where required. The CBC Project Co-ordinator was asked to facilitate this.

In addition it was agreed by the Committee that a sub-group would be created to discuss ongoing Operational and Health and Safety matters. After discussion it was agreed that Councillors Mrs B Canham, D Crawford and D Sully along with the CBC Co-ordinator would sit on this sub-group.

315/14

PROPOSAL FOR AN OPEN DAY ON SUNDAY 7TH SEPTEMBER 2014

The Chairman informed the meeting that on Sunday 7th September 2014 it was hoped to hold an open day that would serve as a 'launch' event for the Charles Burrell Centre. It would be an opportunity for existing tenants to showcase what they offer, an advertising opportunity for the Centre along with a fun day. This was also the final day of the Thetford Festival. The Deputy Town Clerk said that this could also be an opportunity for the tree planting ceremony to take place by the group who were fundraising in memory of a former head teacher who had recently passed away. All were in agreement that the open day should take place.

316/14

TRAINING DAYS – 16TH & 23RD JULY 2014

A one-day first aid course has been arranged to take place the 16th and again on the 23rd July 2014. The day will also include manual handling and working at heights training. The courses are open to staff, volunteers and tenants at the Charles Burrell Centre. After discussion Councillor D Sully proposed and Councillor D Crawford seconded that all tenants will have one free place on the course and should they wish to send more than one person on the course they will need to pay for any further places required.

RESOLVED: Tenants will have one free place on the course and should they wish to send more than one person on the course they will need to pay for any further places required.

317/14

LICENCE UPDATE

The Deputy Town Clerk reported to the meeting that the premises licence had been submitted to Breckland with a deadline of 31st July 2014 for comments. Visits from Environmental, Crime Prevention and Licensing officers would be taking place in the next week.

The Guildhall Complex Co-ordinator updated the meeting on the PRS Licence. The PRS issued more stringent rules surrounding the administration of PRS and the Town Council are awaiting further guidance. Once this has been received this will be briefed to the Committee.

318/14

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:

ACTION POINT	BY WHOM	BY WHEN
Forward Update, Governance Document and Business Plan to Committee	Robert Ashton	A.S.A.P
Arrange further meeting to discuss Update, Governance Document and Business Plan	Chairman / Deputy Town Clerk	A.S.A.P
Seek Quotes for deep clean of site	CBC Co-Ordinator	31/07/2014
Contact T&P Fire to arrange check of FFE	CBC Co-Ordinator	31/07/2014
Contact Green Team Ltd to ascertain their storage needs	CBC Co-Ordinator	31/07/2014
Obtain quotes for trimming of trees by tennis courts	CBC Co-Ordinator	31/07/2014
Order 2 x 1100ltr general waste bins from Viridor	Deputy Town Clerk	A.S.A.P