

MINUTES OF A MEETING OF THE
CHARLES BURRELL HIGH SCHOOL SUB COMMITTEE,
HELD ON MONDAY 10th MARCH 2014,
STARTING AT 2.00 P.M.

Present

Councillors

T J Jermy (Chairman)

Mrs S J Armes

D W R Sully

M P Brindle (Vice Chairman)

D M Crawford

Officers in attendance:

Emma Patrick

Chris Crimmen

Alan Judd

Deputy Town Clerk

Committee Secretary

CBC Project Co-ordinator

Minutes

- 840/13 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.
- 841/13 APOLOGIES FOR ABSENCE
Apologies were received from Councillor C Clark.
- 842/13 MINUTES
Resolved as a true record the minutes of the Committee meeting held on 20th January 2014, received by Full Council on 28th January 2014, be confirmed as a true record and signed/initialled by the Committee Chairman.
- 843/13 INTRODUCING PROJECT CO-ORDINATOR ALAN JUDD
The Chairman introduced Alan Judd, the new Project Co-ordinator. Alan thanked him, outlined his career background and stated that this was a very challenging opportunity that he was looking forward to.
- 844/13 UPDATE ON LEASE NEGOTIATIONS WITH NORFOLK COUNTY COUNCIL AND NORFOLK PROPERTY SERVICES
The Deputy Town Clerk updated the Committee on the lease negotiations. NPS had offered a Tenancy at Will to the Council. The Council's solicitor had suggested one change which was agreed and the suggestion passed back to Norfolk County Council for their agreement. Once Norfolk have agreed, the amended Tenancy at Will can be re-issued, signed and the Council will have access to the property. The Chairman has arranged for a volunteer who is a keen amateur photographer to complete a photographic log of the condition of the building on the date that the Council take over.
- 845/13 UPDATE ON FUNDING
The Chairman stated that he has been informed that the full £10,000 in funding which was applied for from Social Investment Business (SIB) has been awarded, however he is still awaiting the offer letter from them confirming this. The letter should be received within the week and it was agreed that it should go to Full Council to formally accept the £10,000 project grant from Social Investment Business as well as the terms and conditions arising.
RECOMMENDATION: The Council accept the £10,000 project grant from Social Investment Business as well as terms and conditions arising.

846/13

PRINCES TRUST

Councillor M Brindle reported on the work carried out at the school premises by the Princes Trust team based in Thetford. Between 8-10 young people had completely refurbished and transformed the gardens in front of the main entrance. This work came to the notice of a local businessman who has taken on an apprentice from the group and he is going to donate a metal statue to stand in the renovated area. The Committee agreed that the Mayor should send a letter of thanks to the Princes Trust on behalf of the Council for the excellent work carried out.

There had been offers from two other sources to help bring the premises up to standard:

- Wickes (Builders Merchants) have offered two staff for a day to tidy up the front entrance.
- Aviva (Insurance) have offered a team of volunteers on Thursday 15th May 2014 for painting/clearance.

847/13

TO AGREE A LEVEL OF FUTURE PROFESSIONAL SUPPORT

The Chairman reported that Robert Ashton had prepared his final report and this was produced for Councillors to read. After a discussion it was agreed to pay the second part of Robert Ashton's fees from the Phase 1 work. A discussion on the value of continuing to use Robert Ashton to take the Council through the second stage of this project took place. Councillor T Jermy proposed and Councillor M Brindle seconded that the Council appoint Robert Ashton, at a cost and period to be agreed, and paid out of the £10,000 project grant for Phase 2. His brief will be to:

- Complete and submit an application for second stage funding for £100,000.
- To give advice on a new structure to conduct business for the benefit of the Thetford community as a Charitable Trust.
- Help the Council convert potential tenant/partner interest into firm financial commitment.

RECOMMENDATION: The Council appoint Robert Ashton, at a cost and period to be agreed, and paid out of the £10,000 project grant for Phase 2. His brief will be to:

- **Complete and submit an application for second stage funding for £100,000.**
- **To give advice on a new structure to conduct business for the benefit of the Thetford community as a Charitable Trust.**
- **Help the Council convert potential tenant/partner interest into firm financial commitment.**

The Committee will draw up the full proposal for the Phase 2 work and present as a recommendation to Full Council shortly. The Chairman reported that the £10,000 grant had to be used within three months and could be used to pay:

- Robert Ashton's fees.
- Legal fees.
- Accountancy fees.
- V.A.T advice fees.

848/13

REVIEW OF EXPECTED USERS AND AGREE A PRICING STRATEGY

The Chairman reported that he had received two new proposals to use the space at CBHS. Rachael Claxton of Red Hot Meal would like to run meals on wheels and to open the canteen for the community and other businesses/services working in the building. They would offer a luncheon club for older people to join others for a meal and a bit of socialisation.

David Butler of Premier Sports who would like to use access a hall/suitable space from 9am till 2pm for some day time classes, from 4pm till 5.30pm for late afternoon classes, evening classes form 5pm onwards. These would run all year round with holiday camps only running during school half term and the summer holidays.

Both of these new prospects will firm up their offer over the next few weeks.

The Chairman proposed the following pricing plan:

Tenants

£5 per square foot for corporate / business tenants.

£3 per square foot for large community organisations / statutory bodies e.g. Councils.

£2 per square foot for voluntary / community groups.

Up to £2.50 per square foot – additional ‘utilities’ charge depending on nature of usage, e.g. if very regular usage or particularly intensive on services – such as regular electricity gas usage.

All prices to be set for a 12 month period only.

Hourly Bookings

Main Hall and Gymnasium - £25.00 per hour (Mon – Fri), £27.50 per hour (weekend and bank holidays), £30.00 on Sundays.

Classrooms and small meeting rooms - £12 per hour.

Main Field - £15 per hour

All prices inclusive of V.A.T.

There followed a discussion and Councillor D Crawford proposed and Councillor M Brindle seconded that the Council adopt the tenancy and hourly rates.

RESOLVED: The Council adopt the tenancy and hourly rates shown below:

Tenants

£5 per square foot for corporate / business tenants.

£3 per square foot for large community organisations / statutory bodies e.g. Councils.

£2 per square foot for voluntary / community groups.

Up to £2.50 per square foot – additional ‘utilities’ charge depending on nature of usage, e.g. if very regular usage or particularly intensive on services – such as regular electricity gas usage.

All prices to be set for a 12 month period only.

Hourly Bookings

Main Hall and Gymnasium - £25.00 per hour (Mon – Fri), £27.50 per hour (weekend and bank holidays), £30.00 on Sundays.

Classrooms and small meeting rooms - £12 per hour.

Main Field - £15 per hour

All prices inclusive of V.A.T.

849/136

SITE MANAGEMENT

The Chairman stated that as soon as the Council have access to the premises the security aspect must be resolved as soon as possible. The CB Project Co-ordinator stated that he had a system ready for tracking keys and signing staff/visitors in/out. Visitors will not be able to pass the front desk unless they are authorised. The Deputy Town Clerk stated that:

- Health & Safety training will need to be carried out on all registered volunteers.
- She will be requesting three quotations for a Fire Risk Assessment (FRA) to be carried out and confirmed we have a copy of the previous FRA and hard copies of the CAD drawings (electronic copies to be provided by NPS).

- NPS has provided the necessary Legionella test report.
- There will need to be a H&S Risk Assessment carries out.
- The building will need to be licensed for regulated entertainment.

850/13

ITEMS OF URGENT BUSINESS

a) **RENAME CBHS**

Councillor T Jermy proposed and Councillor Mrs S Armes seconded that the premises be known as the Charles Burrell Centre.

RECOMMENDATION: The premises be known as the Charles Burrell Centre.

851/13

PRESS RELEASES

It was agreed a press release be issued announcing the Council had received a grant of £10,000 to enable them to complete stage one and submit an application second stage funding of £100,000.

Chairman:

ACTION POINT	BY WHOM	BY WHEN
To send a letter of thanks to Princes Trust for the help given to tidy up the garden at CBHS.	The Mayor	31/03/2014
To pay the second part of Robert Ashton's fee.	Sarah Lewis	31/03/2014
To issue a press release confirming the Council had received the £10,000.	Councillor T Jermy	31/03/2014