

HORDEN PARISH COUNCIL
Social Welfare Centre Sub-Committee
Minutes of Meeting held 22nd January 2009

- Present:** Councillor G Jones (Chairman).
 Councillors M Clark, W Hill, M Robinson, T Jones and J White
- Staff:** G Crute Assistant Clerk, N Laws, Admin & Finance Officer, J Rudkin SWC Supervisor.
- Also Present:** T Milward, Mechanics Social Club.
- SWC 08/09
060** **Apologies for Absence.**
 D Maddison.
- SWC 08/09
061** **Minutes of the Meeting held 20th November 2008.**
RECOMMENDED: The minutes previously confirmed at the Parish Council Meeting held 22nd November 2008 be confirmed as a true record to be signed by the Chairman.
- SWC 08/09
062** **Matters Arising.**
- SWC 08/09/052 **SWC Events Management Team Update** – The Assistant Clerk advised that the Wedding Exhibition had been booked for 29th March 2009. The Magic Show had been booked and tickets were now on sale.
- SWC 08/09/053 **SWC Events Management Team** – The Assistant Clerk advised that Cllr Wood had now joined the Events Management Team and delegated powers had been given to SWC Sub Committee to book events.
- SWC 08/09/054 **Review of Room Rates** – The Assistant Clerk advised that once the Parish Council had received information regarding Double Taxation then the precept could be set and the Clerk would change the new rates in line with the precept increase.
- SWC 08/09/055 **Review of Free/Reduced Room Rates** – The Assistant Clerk advised that reduced room rates would be increased once the precept had been set.
- SWC 08/09/056 **Cotsford Junior School** – The Assistant Clerk advised that the school had made use of the main hall for their Christmas song and dance performance.
- SWC 08/09/057 **Refurbishment of Upstairs Toilets** – The Assistant Clerk advised that works had been completed on the upstairs toilets.
- SWC 08/09/059 **SWC General** – The Assistant Clerk advised that the light bulbs would be replaced with energy efficient ones as and when required.
- SWC 08/09
063** **Financial Situation.**
 The Assistant Clerk updated Members on the financial situation.
RECOMMENDED: The information be NOTED.
- SWC 08/09
064** **Hall Bookings.**
 Report previously circulated.
RECOMMENDED: The information be NOTED.
- SWC 08/09
065** **Stock Taking Reports.**
 The Assistant Clerk advised Members that the stock report to 22nd December 2008 showed a gross profit of 47.19% and a 20% surplus
RECOMMENDED: The information be NOTED.
- SWC08/09
066** **SWC Events Management Team Update.**
 Notes of the Meeting held 15th January 2009 circulated at the meeting.
 A. **Magic Show** - Although the tickets for the magic show had been slow initially, ticket sales had increased due to publicity in local shops and schools.
RECOMMENDED: The information be NOTED.

- B. **Wedding Exhibition** - Cllr Robinson advised that in order to progress the Wedding Exhibition she and the Assistant Clerk would dedicate specific time on a Friday to progress this.
RECOMMENDED: The information be NOTED.
- C. **Christmas Craft Fair** - Cllr Robinson informed members of a company who would organise a craft fair to be held at the Social Welfare Centre.
RECOMMENDED: That a craft fair be booked for November 2009.
- D. **Christmas Spectacular** – After considerable discussion members felt that an event could be held at Christmas this year.
RECOMMENDED: That a Christmas Spectacular be looked at again by the Events Management Team and if suitable entertainment could be organised then an event be booked for December this year.

**SWC 08/09
067** **Complaint from Mr and Mrs Barnett.**
The Assistant Clerk advised that the Clerk had spoken with Mrs Barnett and had advised her that the noise limiter was working correctly and if she wished to take the matter further she would need to speak to Environmental Health at the District Council. The SWC Supervisor informed members that she was feeling increasing pressure when events were held with regards to complaints regarding noise.
RECOMMENDED: That the Clerk write to Mr and Mrs Barnett advising them of the procedure to take regarding noise complaints.

**SWC 08/09
068** **HCRA.**
The Assistant Clerk advised members on the request received by HCRA to rent the room in the SWC for free, to which members gave consideration.
RECOMMENDED: That the request for free rent not be acceded to.

**SWC 08/09
069** **Yell.com.**
The Assistant Clerk advised that we had received correspondence from Yell.com regarding advertising on their internet site for £90 per annum.
RECOMMENDED: To advertise the Parish Council on Yell.com.

**SWC 08/09
070** **Bar Increases.**
The Assistant Clerk advised that the stock-taker had recommended increasing the bar prices by; all beers/lagers – 4p; Stella – 3p; Brown Ale – 3p; Magners – 4p; and Red Bull – 3p. The SWC Supervisor expressed concern at the prices being charged by our current supplier and suggested that we may be able to obtain a better deal with another supplier.
RECOMMENDED: That
A. The bar prices be increased as outlined above.
B. The SWC Supervisor In consultation with the Clerk investigate other suppliers.

**SWC 08/09
071** **Staffing at SWC.**
The Assistant Clerk advised members that the Clerk had been covering for the Assistant Caretaker due to staff shortages and the amount of hours worked by the SWC Supervisor. Cllr Hill requested that a letter of apology be sent to the Regeneration Partnership. The Assistant Clerk advised that as no letter of complaint had been received we would not be in a position to send a letter of apology. Members felt that a letter should be sent to all users advising them of the need to adhere to booking times and that additional charges would be incurred if the room hire went over the time booked.
RECOMMENDED: That a letter be sent to all users of the centre regarding adhering to the times that rooms had been booked for and additional charges would be incurred for excess time used.

**SWC 08/09
072**

Horden Boxing Club

The Assistant Clerk read out correspondence received from Horden Boxing Club who had requested free use of the SWC on Saturday 21st February 2009.

RECOMMENDED: That free use be granted to Horden Boxing Club on this occasion.

**SWC 08/09
073**

Access Audit.

The Assistant Clerk advised that the access audit carried out by Disability North had been received.

RECOMMENDED: That the Clerk be delegated to provide a summary of the report to a future SWC Sub - Committee Meeting.

**SWC 08/09
074**

Issues Raised by Users.

There were no Issues raised.

**SWC 08/09
075**

SWC General.

The SWC Supervisor advised members on problems that had been incurred recently regarding functions that had been held in the SWC; she requested that the booking form for such events be changed and that she is given discretion to refuse bookings she felt could possibly be problematic. Cllr Jones suggested consideration be given to using door staff at such events.

RECOMMENDED: That

- A. The booking form be amended,
- B. The SWC Supervisor use her discretion when making bookings in consultation with the Clerk,
- C. The Clerk look at the cost implications of hiring door staff.

