

## Briars Centre Committee meeting – 16/7/21 - Minutes

Chaired by: Katia Malcaus Cooper

Apologies: Rosalie James, Rebecca Ward, Rebecca Jennings-Evans, Neelu Ratnam, Nicky Potterton

Attended by: Katia Malcaus Cooper(T,O), Richard Woolley(T), James Harris(O), Karen Browne(O), Fiona Woolley(O), Sophie Ekins(M), Teresa Stockham(U), Barry Ward(U), Anne Hanson (U), Paul Davies (U).

Where T=Trustee, O=Officer, U=User Representative M=Member

Introduction and welcome

Cleaning Update

Although a suitable candidate has been found she has not started as we are presently awaiting references. FW to chase and start her asap, and clarifies that there will be 1 hour between dance finishing on Saturdays and the Youth Club starting at 1830 for a clean to be carried out.

Vandalism/Security

Window on the back of the centre has been broken and reported to the police. Anecdotal illegal activity been taking place in the park area, police require full report of any occurrence in order to increase presence in Briar Avenue. Regular hire representatives all agree to support this reporting. Window will need replacing, do we replace like for like? Or use the opportunity to upgrade to a more secure window. Insurance claim needs investigating, how will a claim affect our future premium? What is our excess? KMC to find out. Discussion regarding extra security measures such as shutters or shatterproof glass. BW objects to the idea

of shutters, stating that users will not want to close them at end of use. Replacement of original windows would be improvement for security and heat retention, KMC to source quotes.

## Health and Safety

BW offers “Health and Safety checklist for village and community halls”, he has observed a slippery car park and lack of lighting in the car park. He observes a requirement for PAT testing and a new electrical certificate. KMC to book electrician. JH, RW and BW to go through the HSE checklist.

## Reparations required

All agree that there are numerous reparations required. The potentially unsafe ones and the potentially illegal ones to be tackled urgently. The unsafe ones to be identified via the checklist and the potentially illegal missing First Aid kit and accident book to be replaced asap by FW. Further reparations to be listed and ranked in order of urgency, and carried out as finances allow. TS notes the Gas Safety Certificate on show is out of date, FW believes the check has been carried out and will check and make sure current one is displayed. Disabled access, required by the disability act 2010. Although the ramp planned to the “back” door is incomplete at this time, JH & RW believe that the fire exits to the car park and rear right both suffice legally for disabled access.

## Finances

RW reports that finances have been severely stretched by covid. Ideally they should be able to keep 50% of operating profit as reserves, but there is no profit. RW adds that the lease rise has increased the outgoings as have the general inflationary rises of all the services to the Centre. BW suggests proposing a budget. KMC concerned that at current income vs outgoings that the trustees are unable to carry out the minimum works required by the lease, and that hourly rates will have to

be reviewed urgently. The current account looks more favourable than it is, as it includes the “defib” grant and the youth club grants.(The funds are present but the work has not been billed). BW contributes that there may be grants available from ACRA, he will investigate and report back. Some brainstorming on whether there could be sponsorship by local businesses or advertising at the centre to help raise further funds. KMC advises that in the lease it was suggested that the market rate for using the centre is £32 per hour and that is what the lease is based on. By not immediately raising the rate to cover the costs of the centre the trustees are exposing themselves to criticism for not acting in the “best interest” of the charity. It is not within their remit to extend charity to businesses by not charging enough to run the charity. The setting of the new hourly rate is required by all parties asap but needs to be based on factual accounts and so more in depth analysis needs to take place.

### Bullying and Harassment

Following some strong words at meetings and in between meetings KMC proposes that the committee members and users alike are to be protected by a policy. Meanwhile if all can agree by way of professionalism that we keep all communication respectful and impersonal. RW suggests that if a user/centre agreement contract is made, that it could include/incorporate such a policy.

### User/Hirer Contracts

Legal advice has been sought via the solicitor Harrington Carmichael in Camberley who extended us a charity rate for their work. They advise contracts be put in place to protect all sides of any agreement, they would be with businesses and other charities using the centre as well as for private hire. BW points out that there are templates available, but RW advises that the solicitor does not think they would stand up in court, therefore are ineffectual. The trustees are feeling legally exposed and are keen to continue with this line to benefit the charity as well as the users. By implementing a legal contract everyone’s obligations are clearly laid out. TS reminds all present that “Everyone wants the same

thing”, “protection” from the actions of each side. Enquiries to the timescales of the contracts are answered by KMC who is aiming to have them implemented in “Mid-August”

## CPR

PD reports that their solicitor has seen the draft contract but has some specific issues as their “use” is different to other users. PD continues to add that CPR benefit the centre via the care of the pitch area, they have improved the surface, by way of seeding and have improved the drainage of the pitch. They have worked hard to lessen litter and dog-fouling in the area. Due to their investment they request “exclusivity” on the hire of the pitch. The back door being left unlocked on numerous occasions continues to be an issue, RW to look into the possibility of changing the door lock, to a self locking one, so that the key is required for each entry and negating the need to lock after.

## Wifi Update

BT have been booked to install the wi-fi on 29<sup>th</sup> July. KMC and JH to attend and supervise. The router will need to be in the hallway area, so will require a box of some kind to protect it. It is proposed that there are both user lines and guest lines set up. Suggestion of a fair use policy to be included in any user contract.

## Priority of Bookings

FW to investigate how to avoid a clash of bookings in the future.

## Security

In discussion on CCTV concerns have been raised over data protection of the footage and child protection. The ICO rules would have to be applied and a policy registered. BW informs that “Greenfield Road” have

a policy, he will investigate and see if it would be transferable to the centre. If CCTV were fitted the landlord, would need to give permission.

### Field Incursion Risk

The council have advised that the field incursion risk is very high over the next few weeks, as the centre is little used over that time BW suggests the log is re-installed for the duration. There is an outside tap, this should be turned off inside to prevent water being used by a third party from outside the centre.

### Trees Works

JH reports that neither of his contacts are in a position to do any works at the moment and will continue to look for a viable option.

### Youth Club Complaint/Objection

RW wants to correct the misconception that the Briars committee is running a youth club. An outside charitable organisation has approached the centre as they require a venue for their event. RW reminds all that the Centre is run as a charity and has charitable aims to facilitate projects that enhance the local community, and this proposal would fall under these aims. A local resident has objected to the noise he will experience during a youth club event, which has yet to be piloted. JH has spoken to the resident at length and explained that the age of the children involved is unlikely to lead to the moped and scooter noise he is anticipating as they are to be under the age permitted to use motor vehicles. The resident also raised concerns over the general congregation of youths, the supervisory ratio and the maximum numbers attending. Due to the unpleasant nature of the exchange JH has informed this resident to take up his concerns with the various departments of the council and advises that no committee member engage personally with anyone wishing to complain about the youth club. RW has reiterated this advice on facebook.

## Front Planter

RW proposes that someone with the skills, construct something bespoke within the space and then invite local residents to donate/plant it to improve the look of the area.

## AOB

Nigel Jefferies – need to review their “contracted” works and frequency.

CPR – BW proposes a toilet sign to direct football players to the back door so that they don't enter the front door when the dance school is in.

Garage Storage – The garage is a resource of the centre and needs to be used better, review in the future. Possible proposal to clear out and make better use of the space for all, maybe a working party over the summer?

## Allocation of resulting tasks:

KMC – find out if claiming on insurance is a viable option for broken window replacement. Look into the replacement windows. Organise PAT testing and electrical certificate.

BW – HSE checklist, investigate ACRA grants

JH – HSE checklist

RW – HSE checklist. Investigate the possibility of changing the back door lock barrel.

FW – source First Aid kit and Accident book, check for current gas safety certificate and display onsite. Make sure all bookings are made in date order to avoid any clash. Chase cleaner references and start cleaner contract.