

## Briars Centre Committee meeting – 16/8/21 - Minutes

Chaired by: Katia Malcaus Cooper

Apologies: Karen Browne(O)

Attended by: Katia Malcaus Cooper(T,O), Richard Woolley(T), James Harris(O), Fiona Woolley(O).

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

### Report on Wi-fi

RW confirmed that Wi-fi should be up and running by end of this week and so by the start of September term. Can inform Nursery as they have asked, due to intended Tapestry usage.

### Report on Security

RW reported his further findings on the requirements of ICO policy that will be required if CCTV is installed. Need someone to work on this policy and register with ICO, no volunteer at this time.

FW reported that she has been contacted both by the police and environmental health in relation to the party of 22/7/21 and an additional complaint regarding “organised noise” earlier this month. At this time, the committee, the police and environmental health are all acting separately. KMC and JH updated us on the events of 15/8/21, KMC was contacted at home by a complainant, and later on the same evening the police were called via 999 to a reported “20 person fight” at the Centre. No evidence has been found of any fighting on that evening, both JH and KMC were questioned by police and a report filed. FW to collate all the complaints and send to PC Finnegan who will co-ordinate as a whole and to include a list of all upcoming private hire events for him to log.

## New Hire Rates and Contracts

KMC reported that there have been delays implementing the new proposed contracts and higher charges. RW confirmed that the price rises were essential to secure the continuation of the centre. The losses posted last financial year are forecast to be higher this year due to increased costs and no rise in income. As the price change is being disputed by some of the regular users, no agreement has been made as yet. Unanimously agreed that rate rises are implemented no later than 1/1/22 due to worsening state of the centre finances. The charges to the hirers, by charity law, must cover the costs of running the centre, and the lease requires minimum reparations which is behind schedule already due to lack of available funds. KMC to continue to work towards the agreement of new charges and signing new contracts with all regular users. Also a 30% reserve and contingency fund must be maintained.

## Cleaning

FW has been asked by the cleaner, for clarification regarding hand towel requirements under the most recent Covid ruleset. KMC confirmed that air hand dryers are now permitted and we can cut the use of paper hand towels to private hires only to reduce costs.

## Youth Club – pilot proposal

KMC informed of the new Youth Club start date of 10<sup>th</sup> September.

## Garage

Proposal for looking into the sorting of the garage so that it can be used for event tables and chairs and also racked out for storage by users. This will have to be charged to cover costs. Also, a division line and separate entrances so that private hirers can not access storage area for users, private hirers through the “Garage” up and over door and users through the small door on the centre side. Discuss further.

AOB

Bin Collections – Report missed bin collections to KB who is dealing with Veolia.

Window – Insufficient funds to replace window at this time, FW to inform upcoming Private Hirers.

Internal Comms – Look into a ticket system like Mailchimp, Freshdesk or Trello to improve communication between users, the cleaners and the committee.

Barrier – needs fixing again. JH to action

Recycling – Glass bin overflowing again, KMC will contact council again.

Allocation of resulting tasks:

KMC – To secure an agreement and a contractual signing by all regular users for new rates to be charged from 1/1/22. Chase recycling pick ups.

RW – Collate and supply KMC with both actual costs and projected cost rises to enable new rates to be organised that cover them.

FW – Collate and supply required information to PC Finnegan, Surrey Police. Inform upcoming private hirers of the situation regarding the boarded up window and send them photos showing it when blinds closed.

JH – fix swinging barrier again.