
Minutes of the **Finance & Community Centre Committee** Meeting held on **Monday 11th November 2024** at 6:30pm at Wootton Community Centre

Present: Cllr Servent – Chairman of the Committee, Cllr Callan & Cllr Fisher
Mrs A Reynolds – Clerk to the Council & Mr T Lowe – Facilities & Operations
Manager

F037/24 To receive apologies for absence

No apologies were received.

F038/24 To approve the minutes of the Finance Committee Meeting held on Monday 2nd September 2024

RESOLVED: The minutes of the meeting held on 2nd September were approved as a true record of the meeting and signed by the Chairman.

F039/24 To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

There were no declarations of interest.

F040/24 To receive requests for dispensation

There were no requests for dispensation.

F041/24 Public Session

There were no members of the public present.

F042/24 To receive the Facilities and Operations Manager's Report

- Requested increasing the repairs and maintenance budget for next financial year.
- Requested overtime be paid for Environmental Maintenance Officers to allow two person repairs to be completed.

F043/24 To review the actuals vs budget report

RESOLVED: The committee reviewed and accepted the actuals vs budget report.

F044/24 Resolve to consider future projects proposals and make recommendations to the full council.

1. New website provider

RESOLVED: To recommend to full council to change the website provider to Aubergine at a one-off discounted cost of £899, and to include the online payments and event tickets modules at a cost of £750. The change will need to take place this financial year due to the end date of our current contract. Changing providers will result in annual savings of £226.00 compared to the current supplier.

2. Implementation of Decisions software

RESOLVED: To postpone investigating implementing 'Decisions Package' until the 2026-2027 budget

3. New laptops for staff

RESOLVED: To purchase 2 new laptops using the current financial year's budget.

4. Flattening path and installation of sign at Simpson Manor Memorial

RESOLVED: To allocate £5000.00 in the budget for next financial year to cover the costs of flattening the path and installing a sign at Simpson Manor Memorial.

5. Thrupp Bridge

RESOLVED: To allocate £11,000.00 in the budget for next financial year to cover the costs of replacing the current old wooden Thrupp bridge. For the Facilities and Operations Manager to obtain a quotation for a hardwood bridge.

Actions: Facilities and Operations Manager

6. Sanitary bins

RESOLVED: To recommend to full council to accept the quotation from PHS to supply and empty sanitary bins in the centre toilets at a cost of £275.34 a month and implement this financial year.

7. Fire Alarm Panel

RESOLVED: For the Facilities and Operations Manager to contact the original installer to investigate why the current fire alarm panels do not communicate with each other. This item will be revisited at the next finance meeting.

Actions: Facilities and Operations Manager

8. Wootton Community Centre Carpark

RESOLVED: To allocate £7000.00 in the budget for next financial year to cover the costs of removing the grass area that protrudes into the carpark (allowing traffic to pass), extend the footpath across to the running track and move the streetlight. The clerk will investigate safety issues with having a crossing near the carpark corner.

Actions: Clerk

F045/24 Resolve to discuss and consider upgrades to the extractor/cooking area in the coffeeshop.

RESOLVED: For Cllr Servent to meet with a company on Thursday 14th November to investigate options to upgrade the extractor in the coffeeshop. This item will be revisited at the next finance meeting.

F046/24 Resolve to increase the room hire rate for 2025

RESOLVED: To increase the hourly hire rate for the large hall from £40 to £42 and the Jubilee Room from £32 to £34. Rates for charities and regular users will remain unchanged; however, the Clerk will inform them that the Council will review these rates annually in line with market conditions. It was further agreed that the Community Prescribers' weekly rate for their meeting room will remain the same, but the rate for hiring the Jubilee Room will be adjusted to match that of regular charity hirers.

F047/24 Resolve to invest savings with CCLA

RESOLVED: To recommend to full council that £85,000.00 from the Council's reserves be invested with CCLA.

F048/24 Resolve to discuss the budget and precept for 2025/2026 for recommendation to full council.

DEFERRED: Due to time constraints, it was agreed to postpone the budget and precept discussions to the next finance meeting in December.

F049/24 **Resolve to exclude the press and public due to the confidential nature of the business to be transacted.**

RESOLVED: The resolution was passed; the meeting was closed to members of the press and public at 8.41pm and Facilities manager left the meeting.

F050/24 **Discuss and consider future staffing.**

RESOLVED: To recommend to full council the appointment of a Bar Manager, effective from 1st April 2025.

F051/24 **To note the date of the next meeting finance and community centre committee meeting: 2nd December 2024**

F052/24 **Close**

The meeting closed at 8.50pm.

Signed _____

Date _____