

**MINUTES OF COMMUNITY CENTRE COMMITTEE MEETING HELD IN THE
ADDISON V.C ROOM ON 15th SEPTEMBER 2015**

PRESENT: Cllrs. Veitch (in the Chair), Bunyan, Fermor, Hall, Hartley, Kemp (part) and Swann
Beryl Bancroft, David Summers and Joy Temple

APOLOGIES: Cllr. Rook

The Chairman read out the following statement:

Declaration of Interests, Dispensations, Predetermination or Lobbying:

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

No interests were declared.

19/15: Planning Application:

Cllr. Veitch informed Members that there was no further information to report. We are awaiting the outcome of the various listing issues to be resolved.

20/15: Risk Assessment:

With regard to the Risk Assessment, the Chairman requested that if there were any amendments she would appreciate if these could be emailed to the Clerk and copied in to her. Joy Temple had concerns which she raised regarding accountability and other issues. She suggested that Cllr. Swann had particular financial expertise which could be harnessed. After discussion, David Summers summed up that it appeared that the role which Dr. Taylor saw for Cllr. Swann would be as a monitoring officer, which she agreed.

Cllr. Hartley informed Members that he had experience in risk assessments and it is a science, there are experts. In his view the risk assessment in its present format would not impress. Although a good effort it is not yet ready. We need to understand what it should cover. Cllr. Veitch invited Cllr. Hartley and Joy Taylor to prepare a document using their expertise in this field. Dr. Taylor referred to her recent email which had been circulated to all Committee Members which set out her views. She suggested that we had been over dependant on the developer's expertise – not all parish councillors are aware of what is in the Business Plan. Cllr. Hartley agreed, stating that we have paid a fee to the developers which is already a cost incurred. Cllr. Veitch clarified that we had only paid part of the planning fee. She also clarified to Cllr. Hartley that we will not lose the planning fee, this can be re-used for any subsequent resubmission and we have this in writing.

Cllr. Swann stated how are you going to use the risk assessment – who is it for. Cllr. Veitch reiterated her invitation to Cllr. Hartley and Joy Temple to take one part each of the risk assessment and expand. Dr. Temple had concerns on monitoring – she was attending as a resident – her letter to the Courier explained her views. There is an open ended risk to the council tax payers, there is no limit to a precept that can be set. It is your defence for the future that you go through due process. People need to know that any concerns are dealt with and all risks are covered. Individuals should flag up things that are missing.

David Summers stated that he also had expertise on risk assessments and there were various elements which should be within a risk assessment and then these should be monitored monthly to see if the risk has gone up or down. Beryl Bancroft suggested that the financial risk should be separated from the building risk. We need to take up views of parishioners on the poll and after that undertake a financial risk assessment.

Members agreed to take the risk assessment page by page, a very detailed and full discussion took place and the attached document includes the revisions as agreed.

21/15: Facility Audit:

The Chairman handed out documents relating to the Facility Audit. Every Members had been allocated approximately three facilities which could be contacted either by telephone or by a visit. She had taken into account location, interests and other commitments when allocating the facilities. Mrs. Bancroft stated that she had already made a start of the St. Georges Institute. Cllr. Veitch explained what she had meant with “extra processes needed by management”, this was such things as CRB checks etc. The deadline for completion of the Audit was by Christmas. Members were all happy with their allocations. Cllr. Fermor thanked the Chairman for all her hard work in preparing the documents. Cllr. Hall asked whether a protocol was needed. Mrs Bancroft stated that she had introduced her enquiry as she was compiling a list of community assets in and around Cranbrook. The Chairman reminded Members that the last Audit was in 2008 and Committee Members could inform the facility that we are looking to update the information.

22/15: Business Plan:

The Chairman stated if Members had any additional information which they wanted to include please let her know. As sections are updated they will be brought back to the Committee with the final version brought to Full Council. The next version of the Business Plan will be the Parish Council version but David Rivers input into the original will be acknowledged.

23/15: Loan Poll:

Cllr. Veitch informed Members that she had met recently with Cllr. Franks and had sent him a revised version of the documents. Joy Temple suggested that a separate evening meeting should be scheduled in order that he could attend. The Clerk reminded Members that it had been agreed that this could be an agenda item for a Full Council meeting. After discussion, the Chairman agreed to contact Cllr. Franks to ascertain his availability.

Cllr. Hartley suggested that due to the uncertainty on how much finance is required that a poll would be premature if we do not include the figures. A poll is a significant event and we must check the legal and procedural process to make sure that we are acting within the law. The Chairman stated that we had undertaken polls in the past and would of course check with the relevant authorities. Cllr. Summers referred to the uncertainty surrounding the Library and need more certainty before proceeding to a poll. Cllr. Veitch agreed that it was a chicken and egg situation. The Library will not commit until we have the planning permission. If we put out the poll on the size of the current proposal, we can downsize if we have to. We would not have to undertake another poll if we were to downsize the scheme. Cllr. Hall stated that it was her understanding that it is not just planning permission, as far as she knows it needs an Act of Parliament to transfer assets into the same Trust. We need to be fair to the public and cannot proceed to a poll until the financial risk is established.

Cllr. Swann did not think it would be a problem if we went for the maximum amount. Cllr. Hall stated that to take a notional sum of up to £2m would be deemed to be misleading. What would happen if we needed to borrow more? The Chairman clarified that it would be a one off request – we would not borrow any more. Cllr. Swann suggested if the cost were to increase we would have to make adjustments to the scheme. Joy Temple stated that as a resident she would want to know what the maximum sum would be, residents will want to know what they are getting. The Chairman tabled the most recent documents which would be a simple front page, on the second page would be more information, the third would be the poll card and the fourth a colour brochure of the Centre with the expected users and other information. She confirmed to Cllr, Hall that it was not set in aspic. Cllr. Swann felt the document should be simple otherwise people will just ignore them.

Cllr. Fermor stated that Members had been given an example of the expected costs to the ratepayers, which was 28p per week which is not a huge amount of money. Dr. Temple suggested that some councillors are self-selected and there must be a process which is gone through, it was not possible at the moment to identify sums. Cllr. Hartley identified the drawbacks if we changed the scheme in terms of making a new planning application which would incur more costs. The same would apply if we had instructed contractors. Cllr. Veitch clarified that we could not sign any contracts until we have the funding in place. Cllr. Swann informed Members that TWBC have used approximate sums for years in their estimates. They use a tax base. The Chairman stated that the amount of money needed would be a fixed sum and it could be £2m which would reflect the cost of the buildings and contents. £1.7m had been suggested as the actual cost for the building itself.

24/15: Items for Information:

a) Joy Temple mentioned a resolution which was passed at an Extraordinary Meeting held on the 16th January 2014 and asked whether this was still current. The Chairman confirmed that it was as the “other entity” could be the Parish Council.