

**Minutes of the Community Halls & Premises Committee held
on 21st October 2015 in the Cemetery Lodge, Eckington**

Attendance Cllr's. J. Austen (Chair); D. Herring (Vice Chair) S Beecher;
C Gare; C. Harper; K. Deffley.

C. Hunt (non-voting Councillor)

P. Staniforth (Clerk);
+ 0 members of the public

CHP 65/15 Apologies B. Ridgway; M. Gazur(RFO)

CHP 66/15 Declaration of Members Business
Members were reminded to declare interest at the appropriate
Time.

CHP67/15 To identify items for which the Press and Public may be
Excluded
Nothing identified

CHP 68/15 Minutes
a. The Revised minutes of the CHP Committee 10th September
2015 were agreed as a true and accurate record and signed
accordingly.
b. The Minutes of the CHP Committee 30th September 2015
were agreed as a true and accurate record and signed
accordingly.

CHP 69/15 To discuss improvements in the Civic Centre and the way
forward.
a. The Clerk explained the process to be followed in improving
the Civic Centre and that tenders had been received and an
order placed for the roof improvement.
b. Regarding the retirement present for the Civic Centre
Manager it was agreed to present a cheque for £250 plus a
memento at the Parish Council meeting on November 3rd2015

C. Gare left the meeting at 6-50

CHP 70/15 To resolve to exclude the press and public due to the
confidential nature of the business to be transacted.
Agreed

CHP71/15 To discuss any item for which the press and public have excluded :-

a. It was agreed from 31st October 2015 to introduce a new staffing structure in respect of the Civic Centre.
The [post of the Civic Centre Manager disappears and responsibility for running the Civic Centre kitchen and bar will be that of the Head Cook. The post is on a 37 hour per week full time basis with a salary of the living wage plus 20%. The Head Cook will be assisted by 2 part-time Civic Centre Assistants ; 1No on a minimum of 14 hours per week, 1No on a minimum of 9 hours per week, both on the 'living wage'.

b. It was agreed from 31st October to increase the RFO's contracted hours by 5 hours per week to undertake all financial requirements regarding the Civic Centre which are currently undertaken by the Civic Centre Manager. The RFO's hours would increase from 18½ hours per week to 23 ½ per week.

c. Agreed to create the post of Marketing and Events Co-ordinator on a 24 hour per week basis fixed term contract of 18 months. The appointment will be from January 2016 on a salary of living wage + 20%.

J Austin JA
Also agreed that a panel of J Austin ; S Beecher and the Clerk put together a job description /person specification and a job advert and determine where to publish the advert.

d. It was agreed to terminate the lease on the Civic Centre van as soon as possible.

e. Agree that C S Surveying and Architectural Design Ltd. be appointed as Architects to produce a master plan with suggestions for building alterations etc at the fixed price of £3,040 + VAT with any further services being agreed and fee cost charged at £65+VAT per hour.

f. The Clerk reported that the tender submitted by Malden Roofing at £45,805-30p + VAT has been accepted and an order placed for the work to proceed to replace the flat roof at the Civic Centre.

Meeting Closed 7.46pm

*Jane Austin
JA
14.01.16*