



06th August 2024

Dear Councillor,

You are summoned to attend the meeting of the Pye Green Community Centre Committee to take place **at 7pm on Tuesday 13th August 2024 in Meeting Room 1** at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP.

The matters for your consideration and any supporting documentation are attached for your information.

Please inform the Chair or Chief Officer if you are unable to attend.

Yours sincerely,

Lindsey Smith

Lindsey Smith
Chief Officer
Hednesford Town Council

Lindsey.Smith@Hednesford-tc.gov.uk

Tel: 01543 424872



Hednesford Town Council
Pye Green Community Centre Committee Meeting

Tuesday 13th August 2024 at 7pm at PGCC

To be held at Pye Green Community Centre, Bradbury Lane, Hednesford
The public are invited to attend the meeting in person.

1. Apologies

2. Declarations of Interest

3. Minutes

To review and approve the minutes of the previous PGCC Committee Meeting on 11th June 2024

4. Public Participation (max 20 mins)

members of the public are invited to attend in person to raise any issues, concerns or comments relating to Pye Green Community Centre. If a written response is required the member of the public is to leave their name and contact details with the Proper Officer

5. Lockdown Procedure at PGCC

In light of the horrific and tragic event at the community centre in Southport, and following conversations with some regular hirers seeking reassurance, and in addition to long held concerns from Officers, please can Committee consider and resolve where appropriate:

- a. Agreeing to a security expert (proposed we utilise our current security contractor) to provide an overview of security needs and advice at PGCC
- b. Officers propose reinstating the release door mechanisms within MR2 and MR3 and including an advisory to any hirers of MR1 on how the door can be secured in the event of intrusion
- c. Installing a door locking mechanism (following advise) on the double doors from the reception area to the corridor that leads to the function room
- d. Training all Officers and Cllrs on how to extend the opening of the windows within PGCC, which will only be done in the case of an emergency to permit additional escape routes

- e. Utilising security expert for provide advice on the current reach of the CCTV cameras at PGCC and to provide any solutions that may be required
- f. Look to replace the rear kitchen door at PGCC

6. Operational/Maintenance Update/issues

- a. Bookings – overview of new booking system
- b. Q1 Finance Update
- c. Barriers - during the heating works the PGCC barriers were used to secure a safe zone around the works being carried out. The barriers has since disappeared. After spending time reviewing the CCTV Officers are non the wiser where these have gone. All contractors have informed that they do not have them. Permission to be sought from Committee to source quotes and to replace the barriers
- d. Light in Men's and Disabled Toilets – the issue with the light sensor that has previous affected the ladies toilets is now replicating itself in the men's toilets. There is also an ongoing issue with bulbs regularly blowing in the disabled toilet. Agreement sought from committee to reengage TNA to investigate and resolve the issues
- e. Piano – Hirers regularly ask Officers if the piano in the function room can be moved. It can't be moved easily and scratches and marks the function room floor. As far as Officers are aware the piano has not been used in over 2 years. Request from Officers for committee to grant permission to relocate, repurpose or rehome the piano
- f. Roof – works commenced 05.08.2024 and is expected to last a week
- g. Storage Lock up – only lock up1 is now available to hirers
- h. Heating, air conditioning, ventilation – all works have now been completed
- i. Damage to carpark wall – replacement slabs were purchased but could not be installed due to the discovery that the current slabs are concreated in. Broken slabs have been bonded and painted white to make them more visible and aesthetic for the interim. Discussion and advise required as to alternative solutions/next steps

- j. Panic Alarm – order has been placed and are awaiting an installation/activation date

- k. Disabled Parking Bays – unable to remove existing paint following motion from previous committee meeting to reallocate parking bays. Paint needs to be burnt off. Permission sought from committee to cost for a company/CCDC to price for removal of the current painted parking bay lines

- l. Meeting Room 3 – has been reorganised and repainted apart from the ceiling, This will be completed once roofing works are finished. Room will not be let (apart from ad hoc for the NHS Staying Well Clinic) and will be used as a hot desk office space for Officers and Cllrs

- m. Cellar Cooler – this has been ordered and are currently awaiting an installation date

- n. Hot water heater – quote has been obtained for the replacement of the hot water heater in the small kitchen at PGCC. Officers feel that the quote is too high so alternative quotes are currently being sought

- o. Phone Lines – over the previous few weeks there have been ongoing issues with the phone lines to PGCC. The issue has not been resolved and the wiring simplified

- p. Resignation – Weekend Facilities Officer has resigned from post and update on replacement Officer

7. Events at PGCC

- a. Update regarding paid event at PGCC on 7th September 2024

- b. Event at PGCC on 23rd July 2024 in aid of Dementia UK raised £200.00

8. Date and time of next meeting

Tuesday 8th October 2024 at 7pm