



Ottery St Mary Town Council

Minutes of the **STATION COMMUNITY HUB COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **MONDAY 28TH FEBRUARY 2022 AT 6.15 PM.**
The meeting was held at the Station Community Hub, OSM EX11 1AH

PRESENT: Councillor Martin (Chair), Councillor Green and Councillor Stewart

OTHER PERSONS PRESENT: Caroline Holmes and Kerry Kennell, CEO

SH22/02/01

TO RECEIVE APOLOGIES FOR ABSENCE

Jacqui Hayes

SH22/02/02

TO RECEIVE DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA AND RECEIPT OF REQUESTS FOR NEW DISCLOSABLE PECUNIARY INTERESTS (DPIS) DISPENSATIONS FOR ITEMS ON THE AGENDA

No interests were declared.

SH22/02/03

IN CONSIDERATION OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 (PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED): TO AGREE ANY ITEMS TO BE DEALT WITH AFTER THE PUBLIC AND PRESS HAVE BEEN EXCLUDED

It was **AGREED** that the following item be discussed in Confidential Session:
Agenda Item 7 - *to consider (and make a decision if appropriate) quotations received for a replacement door and for the final works to the fire system*

SH22/02/04

TO RECEIVE THE MINUTES OF THE OTTERY HUB MANAGEMENT COMMITTEE OF 31ST JANUARY 2022 (MINUTE REFS OH22/01/09 – OH22/01/19) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE CHAIR AS A CORRECT RECORD

The Minutes of the Ottery Hub Management Committee Meeting of 31st January 2022 (*minute refs OH22/01/09 – OH22/01/19*) were reviewed and approved. The minutes were then signed as a true record of the meeting.

SH22/02/05

UPDATE REGARDING EXISTING USERS OF THE BUILDING:

a) **STORAGE SPACE UPDATE**

The wardrobe has been emptied and removed from the hall. The items will be stored until the Dementia group starts up again to ensure they do not belong to them. They will then be disposed of.

SH22/02/06

UPDATE FROM BUILDING AND LAND USE REGARDING STATEMENT OF WORKS

a) UPDATE REGARDING THE DOOR ENTRY SYSTEM

Door entry system is operational but not live. Access can be arranged either remotely or from the building. A tablet/iPad will be purchased for the Council staff to deal with this remotely. Tamar will confirm which type of device is best to use.

b) ARRANGE FIRE RISK ASSESSMENT

This is being carried out on Monday 7th March by Argos Fire.

SH22/02/07

TO CONSIDER (AND MAKE A DECISION IF APPROPRIATE) QUOTATIONS RECEIVED FOR A REPLACEMENT DOOR AND FOR THE FINAL WORKS TO THE FIRE SYSTEM

This was discussed in Confidential Session.

SH22/02/08

TO CONSIDER (AND MAKE A DECISION IF APPROPRIATE) REGARDING THE PROPOSAL RECEIVED FROM SPACE

It was **RECOMMENDED** that the SLA agreement with SPACE should be signed. The SLA will be sent to the CEO to check. It was **AGREED** that existing users will be contacted giving 4 weeks' notice on Tuesday 1st March by letter. Cllr Green will send the information that should be shared to the office. It was noted that SPACE sessions will be run on a Tuesday and Thursday evening. It was noted that one daytime booking has been lost to an alternative venue. Schemes of generating income at the Station need to be investigated, particularly to increase use during the daytime. SPACE will share their experience regarding the best way of updating the building to attract young people. SPACE will work with The King's School with a focus on creative thinking.

It was **RESOLVED** that three quotations will be sought for painting and decorating the entire downstairs area. It was **RESOLVED** that three quotations will also be obtained for the floor to be sanded and repainted. It is possible that a community volunteer may be able to do this. It will be confirmed with SPACE how the invoicing will work and how petty cash can be set up. It was noted that SPACE need to be treated as a 'hirer' of the building and will be asked to complete a Booking Form. Remove bar thing, disabled ramps – waiting room and toilet.

SH22/02/09

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

No recommendations were made.

SH22/02/10

TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO STATION COMMUNITY HUB MATTERS

No questions were raised.

CONFIDENTIAL SESSION:

SH22/02/11

TO CONSIDER (AND MAKE A DECISION IF APPROPRIATE) QUOTATIONS RECEIVED FOR A REPLACEMENT DOOR AND FOR THE FINAL WORKS TO THE FIRE SYSTEM

It was noted that the Fire Risk Assessment will be carried out next week. Once this is completed it will be reviewed to see if any additional works are required to the fire system.

DATE OF NEXT MEETING: Monday 28th March 2022 at 6.15pm

SIGNATURE OF CHAIR	
DATE OF SIGNATURE	