



Ottery St Mary Town Council

Minutes of the **STATION COMMUNITY HUB COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **MONDAY 28TH NOVEMBER 2022 AT 5.30PM**. The meeting was held at the Meeting Room, 8 Broad Street, OSM EX11 1BZ

PRESENT: Councillors Martin (Chair), Cllr Green (Vice Chair) and Cllr Lucas

OTHER PERSONS PRESENT: Jacqui Hayes and Kerry Kennell, CEO

SH22/11/01

TO RECEIVE APOLOGIES FOR ABSENCE

Caroline Holmes

SH22/11/02

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

Cllrs Martin, Green and Lucas had no interests to declare.

SH22/11/03

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

None.

SH22/11/04

TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO SUBMIT QUESTIONS/COMMENTS FOR CONSIDERATION

No items were raised.

SH22/11/05

TO RECEIVE THE MINUTES OF THE STATION HUB MANAGEMENT COMMITTEE OF 24TH OCTOBER 2022 (MINUTE REFS OH22/10/01 – OH22/10/10) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE CHAIR AS A CORRECT RECORD

The Minutes of the Station Hub Management Committee Meeting of 24th October 2022 (*minute refs OH22/10/01 – OH22/10/10*) were reviewed and amended to show that Caroline Down was not present. The minutes were then approved and signed as a true record of the meeting.

SH22/11/06

TO CONSIDER WORKING WITH ACTION EAST DEVON ON A MENTAL HEALTH SUPPORT PROJECT

Action East Devon will attend the January meeting to discuss a mental health support project.

SH22/11/07

TO CONSIDER REPORT AND RECOMMENDATIONS FROM SPACE (AND MAKE DECISIONS IF APPROPRIATE)

SPACE are happy with how the sessions are progressing. SPACE will confirm the furniture that they require for the sessions.

It was felt that the social media has improved considerably but that this could be improved further. A further conversation will be had with Caroline Down regarding this, and SPACE's policy on young people appearing in social media posts.

SH22/11/08

TO CONSIDER REPORT OF DAMAGE CAUSED AT THE STATION

There has been some damage to several pieces of equipment at The Station caused by users of the building. Anyone using the needs to respect the building and all users have been advised to notify the office urgently if they identify any damaged equipment. It was AGREED that a User policy will be drawn which will include confirmation that groups who have young people meeting in the Station submit a copy of their safeguarding policy as part of the booking agreement.

SH22/11/09

UPDATE FROM BUILDING AND LAND USE REGARDING STATEMENT OF WORKS:

a. TO CONSIDER (AND APPROVE IF APPROPRIATE) PURCHASING OF ANY INTERNAL FURNITURE OR EQUIPMENT REQUIRED

It was **RESOLVED** to purchase 4 noticeboards, a flip chart and stationery at a cost of £244.10.

It was **RESOLVED** to purchase 3 x Folding Chair Transport Dolly and 3 sets of straps at a cost of £344.19 plus VAT.

It was **RESOLVED** to purchase a Folding festival trolley at a cost of £39.99 including VAT.

b. TO CONSIDER (AND APPROVE IF APPROPRIATE) WHETHER ANY FURTHER INTERNAL WORKS ARE REQUIRED

The Property and Land Committee has agreed for the floor to be revarnished this financial year but it was noted that quotes need to be obtained asap to enable this work to be completed before 31st March 2023.

c. TO CONSIDER (AND APPROVE IF APPROPRIATE) A PLAN OF WORKS FOR FUTURE IMPROVEMENTS WHICH CAN BE CONSIDERED AT THE NEXT PROPERTY AND LAND COMMITTEE MEETING (INCLUDING THE TYPE OF PREFERRED HEATING).

It was **AGREED** that a mural will be commissioned on the outside of the building. An appointment will be arranged with Aerosol Art to discuss requirements and to

obtain a firm price.

The CEO will find details of the previous roof survey.

It was **RECOMMENDED** that a property strategy be completed for The Station confirming plans for the development and extension of the building over the next five years. This can then be shared with the Property & Land Committee and Finance Committee for their input.

SH22/11/10

CONSIDERATION OF 23/24 BUDGET

It was **RECOMMENDED** that £25,000 is allocated to the Station Hub Committee to be available for match funding opportunities to develop youth and mental health support.

SH22/11/11

TO DISCUSS MISCELLANEOUS OPERATIONAL ISSUES

Some minor details regarding the lease for Action East Devon were confirmed.

Portacabins: It was **AGREED** that Portacabin 1 will be used as a designated storage area.

Cleaner: An agency cleaner will be used to cover cleaning at The Hub as the current supply cleaner's Public Liability Insurance is expiring. There is an increasing need for a caretaker at The Station which is being considered by the HR committee.

Printing: It was **RESOLVED** to print 320 posters and flyers at a cost of £83. Guidance on how to take good quality shots. Stewart can arrange. TikTok and instagrams. Declared interest as business interest. Young people fill out their forms themselves. speak to Caroline regarding quality of posts and lack of images. Waver for that night?

Table Tennis table: A kind donation of a table tennis table was accepted. Collection will be arranged on the table.

It was **RESOLVED** that a PPI PRS license will be purchased.

It was **RESOLVED** that an industrial site sign will be purchased for the entrance gate detailing who is at The Station.

SH22/11/12

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

SH22/11/13

TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO STATION COMMUNITY HUB MATTERS

There were none.

The meeting ended at 6.54pm.

DATE OF NEXT MEETING: **16 January 2023 at 5.30pm**

SIGNATURE OF CHAIR	
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DATE OF SIGNATURE	
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