

**Ottery St Mary Town Council**

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Minutes of the **STATION COMMUNITY HUB COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **MONDAY 25TH APRIL 2022 AT 6.15 PM. The meeting was held at the Station Community Hub, OSM EX11 1AH**

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**PRESENT:** Councillor Green (Vice Chair) and Councillor Lucas

**OTHER PERSONS PRESENT:**  Caroline Holmes and Kerry Kennell, Deputy CEO

SH22/04/01

**TO RECEIVE APOLOGIES FOR ABSENCE**

Councillor Martin (Chair), Jacqui Hayes

SH22/04/02

**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.

SH22/04/03

**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 5c. To consider (and approve if appropriate) quotations to decorate the downstairs of the building

SH22/04/04

**TO RECEIVE THE MINUTES OF THE OTTERY HUB MANAGEMENT COMMITTEE OF 28TH MARCH 2022 (MINUTE REFS *OH22/03/01 – OH22/03/13*) 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 28th March 2022 (*minute refs OH22/03/01 – OH22/03/13*) were reviewed and approved. The minutes were then signed as a true record of the meeting.

SH22/04/05

**UPDATE FROM BUILDING AND LAND USE REGARDING STATEMENT OF WORKS:**

1. **UPDATE REGARDING THE NEW DOOR ENTRY SYSTEM WHICH CAME INTO EFFECT ON 11TH APRIL**

The new system has worked well. The have been a couple of teething problems but these have been resolved. Tamar have been out to check the system is resetting itself correctly.

1. **UPDATE OF ACTIONS TAKEN IN RELATION TO THE FIRE RISK ASSESSMENT REPORT**

The internal bell has been removed and secondary signage has been removed. Argos will be carrying out the remedial actions recommended to the emergency lighting.

1. **TO CONSIDER (AND APPROVE IF APPROPRIATE) QUOTATIONS TO DECORATE THE DOWNSTAIRS OF THE BUILDING**

 This was discussed in Confidential Session.

SH22/04/06

**TO RECEIVE AN UPDATE REGARDING THE RECRUITMENT PROCESS FOR SPACE**

SPACE have appointed someone for the junior position. The job advertisement for the senior person is currently being advertised with an increased rate of pay to the earlier advert.

SH22/04/07

**TO RECEIVE AN UPDATE REGARDING EXISTING HIRERS OF THE BUILDING AND TO CONSIDER (AND MAKE A DECISION IF APPROPRIATE) REGARDING THE NIGHTS THAT THE SPACE SESSIONS WILL BE HELD**

The hirer on Thursday evenings has found another location to use and is no longer using the Station with immediate effect which means the building is now available on a Thursday evening. The initial SPACE sessions will now be held on a Thursday from 6.30pm-8.30pm. The junior member of staff will be gaining training on a Friday night in Exmouth for the next few of months. A second session will be arranged after the summer once a second member of staff has been recruited. SPACE feel that sessions should begin at 6.30pm to gain the maximum attendance.

SH22/04/08

**TO RECEIVE QUOTATION FROM CLEAR UTILITY SOLUTIONS AND TO CONSIDER (AND MAKE A DECISION IF APPROPRIATE) REGARDING ENERGY SUPPLIERS**

The quotations were reviewed. The Clerk will go back to Clear Utility Solutions to ask whether they have any green options available. It was **RESOLVED** that the Council will move from South West Water to Everflow.

SH22/04/09

**TO CONSIDER (AND MAKE A DECISION IF APPROPRIATE) REGARDING MARKETING AND BRANDING OF THE STATION COMMUNITY HUB**

This is currently on hold. It was felt it makes sense to keep the Community Hub and the Youth side separate. It was felt that upgrading the premises to increase daytime hire should be a decision of the Council. Cllr Lucas will start a conversation with a couple of companies regarding branding. It was agreed that when the committee are ready to proceed, they will use social media to see whether any local branding consultants are willing to help.

SH22/04/10

**ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

It was **RECOMMENDED** that the Council consider the use of the Station building and its dedication to youth services. It would be beneficial to the Committee to understand the expectations of the Council for the long-term use of The Station and where it fits strategically with the other properties owned by the Council. The Committee would like clarification on whether the building is to be a Community Hub or a building dedicated to youth.

SH22/04/11

**TO RECEIVE COUNCILLORS’ QUESTIONS RELATING TO STATION COMMUNITY HUB MATTERS**

The Committee are waiting for session planning from SPACE. This should be updated after their visit later this week. The new front door should be arriving shortly.

CONFIDENTIAL SESSION:

SH22/04/12

**UPDATE FROM BUILDING AND LAND USE REGARDING STATEMENT OF WORKS:**

1. **TO CONSIDER (AND APPROVE IF APPROPRIATE) QUOTATIONS TO DECORATE THE DOWNSTAIRS OF THE BUILDING**

Three quotations were obtained which were anonymised as all were from local tradesman who have been used by the Council previously, and who provide work to a high standard. The quotations were reviewed and it was **RESOLVED** to award the job of painting the downstairs of The Station to Sky Blue Painting at a cost of £1900. This does not include the paint which will be provided at a discounted rate by Abbotts who are kindly supporting the Council’s work with the young people of Ottery. It was agreed that the toilets should not be magnolia. It was agreed that a blue/grey colour will be painted throughout. A meeting will be held at the Station with the Council’s handyperson to look at which items should be removed (such as the breakfast bar) before the painting is commenced.

DATE OF NEXT MEETING: **Monday 30th May 2022 at 6.15pm**

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| ***SIGNATURE OF CHAIR*** |  |
| ***DATE OF SIGNATURE*** |  |