

**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 28TH MARCH 2022 AT 6.15 PM. The meeting was held at the Station Community Hub, OSM EX11 1AH**

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

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

SH22/03/01

**TO RECEIVE APOLOGIES FOR ABSENCE**

Jacqui Hayes

SH22/03/02

**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.

SH22/03/03

**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** and to receive an update regarding the recruitment process for space and to consider (and make a decision if appropriate) any feedback regarding the updated sla provided to space and **Agenda item 8** - 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.

SH22/03/04

**TO RECEIVE THE MINUTES OF THE OTTERY HUB MANAGEMENT COMMITTEE OF 28TH FEBRUARY 2022 (MINUTE REFS *OH22/02/01 – OH22/02/11*) 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 February 2022 (*minute refs OH22/02/01 – OH22/02/11*) were reviewed and approved. The minutes were then signed as a true record of the meeting.

SH22/03/05

**UPDATE REGARDING EXISTING USERS OF THE BUILDING:**

1. **STORAGE SPACE UPDATE**

It was identified who the items in the cupboard belong to. These are now being stored in a plastic boxes.

SH22/03/06

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

1. **UPDATE REGARDING THE DOOR ENTRY SYSTEM**

Door entry system protocol has been drawn up. It was **RESOLVED** to approve the new door entry system. The new system will be implemented on Monday 11th April. Letters will be sent out to users w/c 4th April. The entry PIN can be shared with whoever the hirer chooses by will be unique to each hirer/organisation. A replacement aluminium door has been ordered.

1. **ARRANGE FIRE RISK ASSESSMENT**

The Fire Risk Assessment was reviewed. It was **RESOLVED** that a Fire Log Book will be purchased. It was **RESOLVED** that a quote will be obtained for the emergency lighting.

Cllr Green and the Deputy CEO will look at the signage, internal evacuation procedure and alarm testing before the next meeting.

1. **UPDATE REGARDING QUOTATIONS TO DECORATE THE DOWNSTAIRS OF THE BUILDING**

One quotation has been received to decorate the interior of the building. Two more quotations have been requested and these will be chased up. It was discussed that the colour must be suitable for youth but also other hirers of the building. It was thought that a grey/blue would be a suitable colour and the toilets will be magnolia.

SH22/03/07

**TO RECEIVE AN UPDATE REGARDING THE RECRUITMENT PROCESS FOR SPACE AND TO CONSIDER (AND MAKE A DECISION IF APPROPRIATE) ANY FEEDBACK REGARDING THE UPDATED SLA PROVIDED TO SPACE**

This was discussed in Confidential Session.

SH22/03/08

**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**

This was discussed in Confidential Session.

SH22/03/09

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

It was discussed whether there is anyone in the community who may be willing to help with the branding and marketing of The Station Community Hub.

SH22/03/10

**ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

The grant received from VOYC £759 needs to be spend during April. It was **RECOMMENDED** that the items listed in Appendix 1 are purchased using the VOYC grant.

EDDC and DCC will be approached to see if they have any table tennis tables that are no longer in use.

SH22/03/11

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

It was AGREED that hiring charges should be reviewed once the internal decoration is complete.

CONFIDENTIAL SESSION:

SH22/03/12

**TO RECEIVE AN UPDATE REGARDING THE RECRUITMENT PROCESS FOR SPACE AND TO CONSIDER (AND MAKE A DECISION IF APPROPRIATE) ANY FEEDBACK REGARDING THE UPDATED SLA PROVIDED TO SPACE**

SPACE have accepted the changes provided by the CEO. SPACE are waiting for recruitment before the contract can be signed. It was felt that finding the right person to run the session is essential.

SH22/03/13

**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 Silver Band would like a formal agreement to move to an 8pm start with the proviso that they can get into the building from 7.45pm. Other solutions are being investigated for a longer-term solution including funding opportunities.

It was AGREED that all long-term hirers will be reminded that their slot is not guaranteed indefinitely.

Cllr Lucas met with the Brownies and Guides. Rainbows and Brownies will continue to use the Station Community Hub. It was suggested that the Meeting Room and Chamber could be utilised by the Guides and this could be used by other community groups. A report will be presented to the Full Council.

DATE OF NEXT MEETING: **Monday 25th April 2022 at 6.15pm**

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