



Ottery St Mary Town Council

Minutes of the **STATION COMMUNITY HUB COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **TUESDAY 28TH JUNE 2022 AT 6.15 PM**. The meeting was held at the Council Offices, OSM EX11 1BZ

PRESENT: Councillors Martin (Chair) and Green (Vice Chair)

OTHER PERSONS PRESENT: Caroline Holmes, Kerry Kennell, Deputy CEO, Dan Barton, Katie Hales, Rachel Woods and Elliot

SH22/06/15

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Lucas and Jacqui Hayes

SH22/06/16

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.

SH22/06/17

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.

SH22/06/18

TO RECEIVE THE MINUTES OF THE STATION HUB MANAGEMENT COMMITTEE OF 8TH JUNE 2022 (MINUTE REFS OH22/06/01 – OH22/06/12) 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 8th June 2022 (*minute refs OH22/06/01 – OH22/06/12*) were reviewed and approved. The minutes were then signed as a true record of the meeting.

It was AGREED to bring agenda item 7 forward.

SH22/06/19

TO RECEIVE AN UPDATE FROM SPACE

It was discussed that the Youth Club can continue during the school holidays or trips can be arranged. This will be discussed with the young people who attend the Youth Club. The O6 currently have 42 young people attending after school on a Wednesday. It was agreed that SPACE will liaise with the young people to see what they would like to during the holidays. SPACE will liaise with The King's School. The first session will run on Thursday 30th June. It was **RESOLVED** that the second session will be held on a Monday. It was noted that there has been a 7-year gap since a youth club was run in Ottery St Mary. SPACE will go out looking for young people if they don't come to the sessions. There will be a slow start to enable the team to get to know each other and the building. It was **RESOLVED** that an initial £150 will be provided for resources in line with the agreement. There will be no subs initially. SPACE will resend fliers. The shed will be removed before the first session takes place. Potential improvements were discussed. The aim is for big launch in September.

SH/06/20

UPDATE FROM BUILDING AND LAND USE REGARDING STATEMENT OF WORKS:

- a. **TO CONSIDER (AND MAKE A DECISION IF APPROPRIATE) REGARDING THE COLOUR OF THE PAINT AND ALSO WHAT COMMUNICATION IS TO BE SENT TO EXISTING BUILDING USERS**

The paint colour was agreed. Existing users of the building will be advised that the downstairs rooms will be unavailable for hire from 11th July for approximately two weeks. The upstairs offices will be able to continue and will always have access to a toilet.

SH/06/21

TO CONSIDER (AND MAKE A DECISION IF APPROPRIATE) AND UPDATE THE TERMS OF REFERENCE FOR THE COMMITTEE

The Terms of Reference were reviewed. It is **RECOMMENDED** that the updated Terms of Reference are approved by the Full Town Council.

SH22/06/22

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

It was **RESOLVED** that the second session will initially be run on Mondays but that this will be reviewed termly. It was noted that the number of people attending the sessions will depend on what other activities are run during the week. The committee will contact existing hirers of the building who will be impacted by this decision to discuss further. A communication will also be sent to the users of the offices upstairs.

SH22/06/20

TO CONSIDER (AND MAKE A DECISION IF APPROPRIATE) A SPENDING PLAN FOR GRANTS ALREADY RECEIVED WITHIN THE CRITERIA OF EACH GRANT

It was **RECOMMENDED** that grant spending of up to £1,000 be agreed by the committee in line with the grant criteria. Anything above £1,000 will have to be referred to the Full Council in line with the Financial Regulations. It was **RECOMMENDED** that the Financial Regulations are reviewed.

SH22/06/21

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

It was agreed that there needs to be an agreement reached regarding the purpose and rentability of the building. For example currently the Waiting Room is used by several groups who sit around the tables and have a drink and a chat but this may not be possible if the furniture is rearranged as proposed. The proposed layout needs to be discussed to maintain the flexibility for daytime users of the building. This will be an agenda item for the next meeting.

SH22/06/22

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

There were none.

DATE OF NEXT MEETING: **Tuesday 26th July 2022 at 6.15pm**

SIGNATURE OF CHAIR	
DATE OF SIGNATURE	