



Ellendune Community Centre Working Party AGENDA

Tuesday 08th October @ 7.00pm

Ellendune Community Centre Working Party (Reporting to Full Council)

Emma Freemantle (Clerk)
Cllr John Hewer
Cllr Lisa Campisano
Cllr Diane Archer
Cllr Ben Streeton
Cllr Debbie Hooper
Pete Jeffreys (Prev EHT)
Gareth Jones (Prev EHT)
Peter Maddox (Prev EHT)

1.0 Apologies

2.0 Terms of Reference

To note the updated TOR for the working party.

3.0 Signatories – New Bank Account

Note the signatories for the bank will be Cllr John Hewer, Cllr Lisa Campisano and Cllr Diane Archer.

4.0 Payment Schedule Approvals

Review the payment schedule process for the ECC invoices and salaries. (to follow)

5.0 Completed Works

- a) **Roller Shutter Maintenance** – previously agreed at last meeting. All roller shutters now part of an annual inspection with BGS Intelligent door solutions.
- b) **Roller Shutter repair** works to the window by the library entrance and fire exit to court yard. Works carried out by BGS.
- c) **Roof Repairs** – As agreed by the previous Trust, roof repairs are now completed by Chandler Roofing. Invoice now to be paid. They have kindly installed the Christmas lights purchased by the parish council next on the Apex of the Library Roof (Gable end).
- d) **Solar Panels** – Panels are now installed however awaiting the delivery of transformer. Battery is now installed in ECCs main office, transformer will go above in same location once arrived. Suggested by PM that we have regular posted updates in the center advertising the usage and energy saving achieved by having the new panels installed.
- e) **Plastering / Painting** – works now complete in the main corridor area however the condition of the walls is already in a bad way with marks.
- f) **Boiler Service** – Service completed by Edward Bays, all in order however consideration needed for below quote.
- g) **Restored Aeroplane Seat / Bench WB Gardens** – this work will be finalized over the next week and formal reveal planned for public coms etc.
- h) **EICR Testing / Electrical Hard wiring** – 5 year hard wire testing now completed by Hickman's, faults established on the main stage fuse board, remedial works listed below under new quotes.

6.0 New Maintenance Quotes (attached) for considerations and recommendations:

- a) **FSR Security** – CCTV Installation into the Library £TBC.
- b) **FSR Security** - Quotation for the installation of a single Intruder alarm extension speaker within the rear of the stage area. £485 +VAT.
- c) **Chandler Roofing** – Repairs to the library roof, lead flashing around Velux Windows to be replaced £1,900.
- d) **Hickman's** – Electrical remedial works following the hard wire testing, report attached, £849+VAT
- e) **Edward Bays** – Plumbing Remedial works, breakdown attached max cost up to £2,420 + VAT
- f) **Simon Bush** – NOTE – WPC are reviewing a separate quote for alterations within the parish office. (WPC cost)

7.0 Remembrance

Decide and if a member from the Ellendune Community Centre CIO or staff member would like to lay a Wreath at the Remembrance Sunday service on 10 Nov. Cost £30 for Wreath.

8.0 Finances

- a) To confirm the position of the ECC accounts 2023/2024 and agree on a time for the external auditor (Mark Trigg) to review the accounts.
- b) Agree who will write the annual statement for the Charity Commission website.

9.0 Staffing Update

Update on any staffing items for the community center.

10.0 Friends Of ECC (Volunteer Fund Raising Group)

Note that the Friends of ECC have purchased the following:

- New ladder for the stage lighting access, this has been funded by the Friends of group and will remain property of the ECC.
- New sound deck, sound system for use on the stage. Also, now property of the ECC for all to use.

The Friends of ECC have also scheduled in various music events, table top sales and quiz nights.

11.0 Events (Parish Council led)

- **Library 50th Anniversary** – WPC are running a 50th anniversary event on Thursday 28th November during the day time. Once plans are finalized we will share details with the ECC staff.
- **Christmas Light Switch on** – WPC are running the usual Christmas light switch on event on Saturday 30th Nov. The Friends of ECC are helping this year by selling mulled wine and other drinks in the Alex Room.

12.0 Next meeting date and time

13.0 AOB