

Centre Manager Report

Wednesday 11th December 2024

Key Holders

The Centre Manager has written to all key holders and regular users asking them to confirm their last session before the Christmas break and to confirm their return date in the New Year.

The Centre Manager has also included in the letter a gentle housekeeping reminder. In recent weeks the correct closing procedure has not been followed Heaters have been left on, doors and windows left open, lights left on, rubbish left on site and the list goes on.

Maintenance

The stage retractable door is in need of a repair as two of the panels have dropped. The brackets supporting them are broken. The stage door is open and awaiting repair. The two user groups who use the main hall and the stage have been made aware as this will greatly impact both sessions.

The library roof has been repaired and the contractors are confident that the repair will hold. The painter and decorators are in the process of arranging a quote and have agreed to carry out the repair during the Christmas and New Year break when the library is closed.

The 5 yearly electric checks have been completed and the repair to the stage lights has been done.

The boiler is working and the thermostats have been set to come on at set times for each facility when in use.

Christmas and New Year opening times and staffing update

The caretaker has now returned to work after his month long visit to Nepal and is willing to take on extra duties.

The last event requiring staff will be on Sunday 21st December. The next event requiring staff is not until 7th January 2025.

The Church who are key holders will continue their Sunday services and have booked the hall on Christmas Day. The caretaker has agreed to be on call on that day.

The painters and decorators will have keys to the building and the library between Christmas and New Year. The centre manager and the caretaker will share the on call cover during this time.

Review of Hire Charges Moving Forward

Below is a copy of the original and current set of hire fee charges for the ECC which now need reviewing at the next ECC working party ready for April 2025.

Cont.

Dear Hall user,

19 Jan 2024

Confirmation of Ellendune Centre charges from 1 April 2024

My letter of November 2022 set out the Trustees' justification for the changes in room hire rates. This letter details all Centre charges effective from 1 April 2024

Room hire charges per hour. (available in ½ hour units).

Category 1: Corporate / Business hire

Category 2: Non-Wroughton residents

Category 3: Wroughton residents / not-for-profit organisations

Monday/Friday 9 to 5

All other times

From 1.4.2023	Cat 1	Cat 2	Cat 3	Cat 1	Cat 2	Cat 3
Main hall	33	27	21	35	29	23
Stage	22	17	14	23	19	15
Alexandra room	22	17	14	23	19	15
Christine Spooncer	40	32	24	42	34	26

- Hirers must allow time both to set-up and leave the room in a clean, tidy and acceptable state for subsequent users when booking start and finish times.
eg a 2 hour activity may require +30 minutes both before and after the event*
- We offer a concierge service at £18/hr, additional to the room hire charges.*
- Trustees will not tolerate bullying or abusive behaviour in the Centre.*

We require a cash deposit to secure each booking. We will refund the deposit only if the hirer leaves the facility at the agreed time, in a clean and tidy state and with no damage.

Additional, optional charges:

Concierge fee £18 per hour

PA system £16 per booking

Main kitchen £26 per booking (no charge for up to 30 minutes / hot water only)

Stage doors £18 per movement

When taken away from the Centre:

Table £5 per 48 hours or part of

Chair £2 per 48 hours or part of

Book at book-online.co.uk/ellendune or contact the Centre team for more information

Ellendune Community Centre, Barrett Way, Wroughton, SN4 9LW Tel: 01793 813307

E-mail ellendunecommunitycentre@gmail.com