



Ellendune Community Centre Working Party NOTES

Monday 24th November 2025 – 10.00am

Ellendune Community Centre Working Party (Reporting to Full Council)

EF - Emma Freemantle (Clerk)

SP - Suresh Pariyar (Centre Manager)

JH - Cllr John Hewer

LC - Cllr Lisa Campisano

DA - Cllr Diane Archer

PJ - Pete Jeffreys (Prev EHT)

PM - Peter Maddox (Prev EHT)

1) Apologies – **None**

2) Notes from 29 Sep 2025 meeting (**attached**). **EF issued the notes via email.**

3) Buildings & Maintenance

- a. **Stage doors** – the main door repair (one of the four stage doors) has been repaired and now back in working order. The works were carried out on 8th Oct by an approved contractor via the parish council. EF confirmed that the remaining door servicing quote and renewal of fixings has now also been agreed by the parish council at their November F&GP committee meeting. SP has booked in the newly approved works and we now have confirmation this is booked in 22nd Jan 2026.
- b. **Fire Exit doors** – The fire doors which enter onto the ECC gardens (from the stage stair area) are in need of replacement as per the latest fire risk assessment (FRA). They are rotten at the bottom and no longer serve purpose thoroughly.
Note – the fire escapes in the main hall area are still sufficient for compliance due to the quantity available however if a specific door is in use as a fire door it should be up to standard, therefor replaced.
EF advised that she has liaised with the parish council H&S consultant and he has confirmed that either the steel or aluminum fire exit door would be more than adequate for installation. The parish council approved the cheaper option of a steel double door and SP will now progress the order. Order and installation to take place asap.
- c. **Plumbing** – WCs LC and JH have reported faulty taps in the mens WC following recent events at the centre. SP confirmed plumber has been out this week for other leak issues in the gents and the plumber has applied a temp fix of spraying taps to help with push mechanism. EF and LC have asked if the taps can be checked once a week to ensure the issue doesn't worsen, if it does then replacements can be sourced. EF advised that the ladies wc taps were replaced this year due to the same issue.
EF reminded the working party that the tiling in the stage wcs is also still required, the Grounds Team are booking this in after the Christmas event. SP has advised that they will remain closed until full repaired as this is a H&S issue due to them falling off wall at such a height.
- d. **New kitchen quotes** – All agreed that user groups should be asked in the first instance what they would like to see in any new kitchen, what services and provision should be made. SP is to write to all groups generically asking for feedback and update on the process.
JH asked that we gain one or two quotes first with a design so that the parish council will know what type of funding should be considered.

PM stated that whilst the Friends of the ECC are willing to contribute to a new kitchen financially, they are not in a position to decide “what” is actually designed.

All agreed that once feedback from groups is received, the parish council liaise with contractors and also the Friends of the ECC to confirm a way forward.

LC and EF also referenced the bar area needs to be included with upgrades and lockable cupboards installed to allow for storage for the ECC fund raising events.

DA reminded EF that any change in storage use, ie alcohol – needs to be discussed with insurers first as insurance limits will be increased slightly.

- e. **Office alterations / Front entrance alterations** – EF confirmed all in hand. The new office alterations will take place early Jan and the internal public entrance doors will arrive on 12 Dec 2025. They will then be installed. Once the doors are in, WPC will then release coms to the public on why there is change.
- f. **Clearance of ECC guttering** - Thanks to PJ and SP for clearance of guttering before the weather turned too windy they have done a great job (photos attached) Regular checks will be introduced again, once a year by the caretakers.

4) Charity Commission Update & New Bank Account

- a. Latest correspondence with Charity Commission – Update from PJ

5)

- a. Submission of 24/25 Accounts – PJ - All accounts for 2024/25 have been submitted this morning. The Chair of parish council JH confirmed he is satisfied with his statement which can be submitted with the accounts. Mark Trigg has been asked to review and confirm everything is in order again as the independent examiner, as he has done in previous years.

There has been no activity within the Trust prior to April 2025. Outstanding Tasks – still to work on the older accounts which take us up to where we are now.

EHT Financial Timeline - The final date for any transactions for the EHT will be the end of March 2026.

Next Steps with Mark - Mark will attend the next meetings he will have the 2024/25 accounts by the end of January.

6) Insurance Policy Update

- a. Note the combining of the insurance with the parish council – NOTED, new certificates are now in place.
- b. Note the refund due to on the previous EHT policy. SP confirmed RF of est £760 to the ECC
Staff contracts are now overdue change, staff contracts are to be issued today with new details for CIO and the staff member details. EF to action today.

7) Inventory / Assets

- a. Receive and note the new asset inventory produced by Centre Manager (attached). SP has created a new inventory for the community center, copy attached. This has been reviewed in line with the insurance company.

8) Christmas opening hours

- a. EF and SP to confirm hours of closure over the Christmas and new year period. EF advised that the parish office and library will close on 24th Dec and re-open together on Friday 2nd Jan. SP to confirm all bookings and EF to create two week calendar.

9) HR & Staffing Items

- a. Staff appraisal forms are now ready but reviews will now take place early in the new year. EF requested that the Centre Manager and other staff pay scales are looked at, and ultimately compared to other centers and JDs.

EF asked how pay scales have been considered historically by the trust – PJ advised that pay has been the minimum national living wage pay scale. EF to look at this in time for new financial year because the living wage will have increased by then,

10) Next meeting date

- a. Confirm date of next meeting – **Monday 2nd February 2026 at 10am**

11) AOB

Solar Panels / Energy Update Solar Panels -The solar panels are operational. Action: Ask Peter Maddox for updated numbers and performance stats. Smart meter requires attention; this needs to be investigated. SP is on the case pushing for them to come out

PM Confirmed that there has been no electricity bill since May.

Over the past 12 months, the system has generated 19,000 kWh, of which 11,000 kWh has been used on-site.

Once the smart meter is installed, the organisation will be able to export surplus electricity back to the grid (Scottish & Southern Electricity). PM advised that we still need to install a thank you plaque / plaque of recognition Suggestion: Provide the Wroughton Community Foundation with a logo and an acrylic statement of appreciation.

Events / Staffing- LC attended the center whilst a party took place on Saturday – concierge fee to be considered. Discussion needed around a user disclaimer, particularly regarding staff responsibilities for setup and takedown of equipment.

Facilities / Maintenance- Felt tiles in the Alex Room need to be reattached – GT to work on this.

Library Rental - Library rents noted at £9,000 and £12,000. Proposal for a 3-year fixed rent based on room rates to be discussed in new year along with hirer rates.