



Ellendune Community Centre Working Party AGENDA

Monday 29th September 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)

GJ - Gareth Jones (Prev EHT)

PM - Peter Maddox (Prev EHT)

1) Apologies

- a. Apologies from Gareth Jones after the meeting and advice that he will be stepping down from the working party moving forward.

2) Buildings & Maintenance (EF, SP)

- a. Stage doors 08th Oct – contractors Walls N Doors are attending 11am on 08th October to start work on the one damaged stage door. Est work time will be 5 hours. Centre manager and the Clerk have taken receipt of the risk assessment and insurance policy.
- b. Fire Exit doors – main hall - quotes are being sourced for the replacement of a new fire door at the back of the ECC. The exit which leads onto the garden of the ECC off the stage stairway.
- c. Lighting quote – library – this is in hand with Hickman's and library supervisor. The parish council has fund within the library EMR pot for any works which are non essential.
- d. Kitchen improvements – Ex display kitchens look at – see the friends of the ECC and what they are offering as help etc.
- e. Office alterations / Front entrance alterations – new CCTV camera beneficial for the public access. Doors for new access are on a 12 week lead time. Email plans to PM and PJ.
- f. Heating system tried and tested – Winter service has been completed and all in order.
- g. Leaks / roofing issues – kitchen roof / window – could be a quick fix, currently not an ongoing issue.
- h. Clearance of ECC guttering - previously completed 3 years ago. Ask GT and Suresh and PJ will help. Look at prevention methods such as meshing.

3) Booking System & Website (SP)

- a. Update on progress with new booking system – omega . New phase to come out still. Launching in October.

- b. October – intended change over to new calendar self-booking system for hirers – calendar online one day would it be “pay on line”.
Do groups take insurance – do we check the groups insurance cover. Parties / one offs would not need insurance but groups such as entertainers.
- c. New ECC website quote and thoughts ? – no new website needed – happy with the existing. No budget needed for website, Students from colleges in social media . Modernise the existing one, add the terms and conditions on the website, policies, etc to go on the website along with events, posters and Xmas advertising. All agreed that improvements should be made to current website and save money on changing provider.
- d. **2026** bookings – issues which rise from clash of bookings from amateur dramatic groups – Suresh would like a one year list of dates in advance.
Groups to make sure they pay a holding deposit – if they don’t use the hall / stage and its been booked. They will have to pay anyway. The new holding deposit .
If bookings don’t go ahead they should be charged anyway.
Check what is left behind from the entertainers / WADAMS - charge the entertainer groups a small amount for storage on stage. April 2026 – storage charge or remove items off stage.
- e. Remembrance Service **2026** – bookings for the Main Hall after the 2026 event.
Working party suggest with bowls club and working men’s club – that refreshments are there after service. Current stance is not to ask the church to vacate on Remembrance Sunday this year or next.

DA - Take down the public liability insurance policy as current one out of date.

4) Accounts & Payments (PM, EF)

- a. Receive summary update from PM on 2024/2025 accounts. 24/25 receipts & payments regular spends £80,000 – the roof and solar panels are the exceptional figures. Current increase for the halls are £1 extra an hour. Hopefully the center will now be in the black not the red.
Since the panels have been up, we have only being using 40% of what is previous used. £20K less spend this year on utilities due to the solar panels. £8K gone into the grid but once the meter is in we can then send the electric back. This will also make a small amount of income – 200amp fuse - , smart meter needed and its been over 6 months now waiting.

Wiltshire community Funds who gave money to the panels – the ECC need to document how this was spent. Statement needed for the CC website and Mark Trigg to examine the accounts.
- b. Date for submission to the Charity Commission and to appoint independent examiner again –
Summary sheet needed for Peter & Jackie
Mark to examine accounts
Summary to go with it (ex-chair used to create a summary) – secretary name.
- c. General update on the processing of payments via WPC – payroll / timings / invoices.
 - i. PJ – we need to formally wind up the bank account and trust once monies are transferred over.
- d. Update on VAT claims for ECC CIO (April 2025 onwards) -EF to send the VAT amounts for 1st and 2nd quarter at the end of the month.

5) Charity Commission Update & New Bank Account (SP, EF)

- a. Latest correspondence with Charity Commission
- b. Update on the opening of the new ECC CIO bank account and new signatories.

6) Insurance Policy (EF)

- a. Update on new proposed insurance policy / cover (pending agreement but this is in hand).
- b. Note that the finance assistant is gaining desk top evaluations for all buildings inc the ECC so value still to be confirmed.
- c. Note the need for an ECC inventory and / or asset register. Suresh to action and bring to next meeting.

7) HR & Staffing Items (SP)

- a. Appraisal process for ECC staff – dates set by Center Manager
- b. Invite Hannah to future meetings – note she does not work Mondays.
- c. New caretakers – feedback November 03rd – Manual Handling – webinar course for staff. First Aid training carried
- d. Any other staffing items

End of calendar year – review, I need to Suresh forms. For Appraisals. Appraisal training for Suresh. Online training available via the SLCC.

8) Next meeting date

- a. Confirm date of next meeting – suggested **Monday 24th Nov ? 10am - ECC**

9) AOB

10) Actions and recommendations to take to Full Council:

For the parish council to note this working party meeting update following the meeting on 29 Sep 2025.

- 2b** Agree quote / budget for new fire doors which exit onto the garden area- to take forward to Full Council on 20 October 2025.
- 2c** Note that the Library Supervisor will organise quotes for new improved lighting in the library and take forward to full council 20 Oct 2025.
- 2h** Agree a way forward for the clearance of guttering around the building (Grounds Team or Contractor?) Will ask the Grounds Team – PJ offered to do this.
- 3d** Agree a stance for first come first served for amateur dramatic groups when booking with center manager.
- 3e** ~~Note that WPC has asked the Centre Manager to contact the Mustard Seed Church and allow the parish council use of the main hall for Remembrance Sunday.~~
- 4b** Note the submission deadline for the 2024/2025 accounts to be submitted to the Charity Commission. Deadline and to approach Mark

Suresh to look at the website for changes and updates, new news page, policies.

WPC Create statement for submission to CC

- 6a** Agree to move forward with amalgamating both the parish council and ECC CIO insurance policies.
To cancel down the previous EHT Insurance once confirmed all is “live” with the new policy.