



Ellendune Community Centre Working Party **NOTES**

Monday 13th July 2026 @ 1.00pm

Ellendune Community Centre Working Party (Reporting to Full Council)

EF Emma Freemantle (Clerk)
TW Thomas Haworth (Deputy Clerk)
SP Suresh Pariyar (Centre Manager)
JH Cllr John Hower
LC Cllr Lisa Campisano
DA Cllr Diane Archer
MT Cllr Mark Trigg
PM Peter Maddox (Prev EHT)

1) Apologies **NONE**

2) Two things to bring back to the next meeting –

- **Stage Vinyl flooring repair**
- **Weekend cleaning / contract cleaning vs staffing model - Look at both ready for the next meeting.**

Note that stage floor has had a temporary fix, tape has been applied to cover the small break in the flooring as currently the affected area is small and a replacement job would be too costly.

3) Financial Accounts Update and Comparison : 2023/2024, 2024/2025 and 2025/2026 (Peter Maddox)

Budget Planning for 2027/2028

- Prepare a detailed budget for the 2027/2028 financial year, this will be a new process from previous years of receipts and payments.
- The budget should identify the projected funding gap that may need to be met by the Parish Council.

Parish Council Rental Income

- Recommend increasing the annual rent charged by the Parish Council for the library and office accommodation to £25,000 per annum from the 2027/2028 financial year.
- Review and increase the hourly charges for regular bookings where appropriate to improve earned income.
- Increasing rental and booking income will help strengthen the Centre's overall financial position and gradually rebuild reserves. The £25,000 will be in a £4,000 increase from the current £21,000.

Solar Panels

- The solar panel project remains ongoing.
- A new electricity meter is still to be installed to enable the Centre to receive the financial benefit from the solar generation.

Reserves

- MT noted that reserves have reduced by approximately £1,000.
- Reserve balances within the Trust accounts are currently low.
- It was recommended that:
 - The Parish Council retains the £10,000 maintenance fund for the ECC in addition to the increased rents above.
 - The ECC CIO should maintain unrestricted reserves equivalent to three months' operating expenditure to provide appropriate financial resilience.

Income and Bookings

- Income has reduced due to a decline in bookings.
- TH to investigate the reasons for the reduction in bookings and report back.
- SP to bring back the outstanding booking information and complete any missing data to enable a fuller understanding of booking trends and income.

Financial Stability

- The Working Party recognised that the Parish Council, as the Sole Trustee, has a responsibility to ensure the long-term financial stability of the Centre.
- Increasing the rental income received from the library and office, together with reviewing booking charges, will provide a gradual increase in income and assist in rebuilding the Centre's reserves over time.

4) Centre Promotion:

a) New Advertising Charges Poster

- **New introductory price to be considered once the gaps of the centre are identified.**
- **"Wiltshire & Swindon Community Foundation logo".**
- **Take out the price increase box**
- **Replace Christine Spouncer Suite with Library so easier to identify.**
- **Wroughton "Parish" discount for parish residents.**

b) What's on this month poster

- **Some items missing such as fitness groups and walking groups**

Revised posters at a) and b) attached.

5) Friends of the ECC – consider requests from the volunteer group:

a) Request for repairs to the stage door – **Completed.**

b) Repair needed to the lock, between the lock / door / kitchen. – **To be actioned**

- c) Request for shed storage – **WADAMS** – the working party have declined the storage request due to the need to keep storage solutions consistent. The working party are happy with the fact that the V4W group have a shed on the garden as they maintain various areas across the parish however as **WADAMS** are a smaller group there is fear that we would be setting a precedent for future requests.

All groups again (entertainers and Wadams to clear out their items again by the of summer holidays) **1st September**.

Review the overall storage at the ECC and charge those that do store items.

- d) Friends of the ECC have also requested storage help for event supplies until a more permanent solution is found. The working party have agreed that the drinks / snacks can be stored in the cupboard in the main hall as this is a cooler space and that longer term new secure kitchen cupboards can be used.
The history group cupboard is not suitable as its too warm and no shelving available. SP as centre manager will help clear space.

- 6) Servicing of the Stage Curtain Bars – **Agreed the quote and for SP to progress.**
- 7) SLA – to review the draft SLA for the parish council and ECC. **New SLA attached and amended to reflect the reserves balance, maintenance financial support and commitment of the Friends of the ECC.**
- 8) Next meeting date – **07th September 2026 at 1pm**
- 9) AOB – PM – **Suggestion that in September, invite all the user groups to a few hours on a Saturday afternoon to represent their activities. Host an open day, feedback welcome etc. Show case of what's on, spaces to hire and fund raising achievements.**