



# BURTON COMMUNITY CENTRE

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## OVERVIEW

All booking enquiries are acknowledged by the Clerk, followed up by a member of the BCC management team, individuals invited to view the facility and discuss requirements. Booking details are then populated, confirmed by hirer before the invoice is raised by the Clerk and prepayment requested. One-off/party hirers are no longer issued with a key but rather met in person on the day of hire to be given access and receive building H&S and evacuation instructions. A BCC management team member returns at the end of the hire to check the premises, carry out a touch point clean and secure the building and grounds.

Feedback from all hirers remains extremely positive.

Detailed records are kept on file and available for inspection.

Anticipated average monthly income of £1000 is being met, although we have noticed a reduction in enquiries which is likely to be a result of the current economic climate rather than a reflection of our offering. Current projected annual income is £8,500 based on confirmed bookings to date and regular hirer patterns.

## FIRE INSPECTION and FIRE RISK ASSESMENT

Per previous report the 2021 FRA noted **“The premises has had modifications in the past which appear to have been made without due regard for fire safety”**. We continue to work through the recommended action list to remedy all areas of concern raised in the FRA and acknowledge it is essential any and all works approved by BWPC and carried out in the community centre must be fully compliant and with consideration for the health and safety of employees, volunteers, hirers and visitors.

The creation of the firebreak between the sports hall and kitchen/reception area is nearing completion. The fire doors, were installed the weekend of 25/26 June 2022. One door is missing a part and architrave, the supplier is aware and will be retuning to rectify the faults.





## GENERAL MAINTENANCE & REPAIRS



**OUTSTANDING:** The concealing panels for placement between the high level radiators need to be sourced or fabricated to fit and will follow at a later date. **Cllr Mussell to update**

### UTILITY COSTS

Due to ever increasing fuel costs, the parish council need to investigate possible savings from the installation of solar panels on the roof.

### FIRE ALARM and BUILDING SECURITY ALARM

Service of the fire alarm and building security alarm is to be scheduled during July. This will include the replacement of 14 smoke detector heads, expenditure approved at last meeting. – **Clerk to update**

### NON-ESSENTIAL MAINTENANCE

To consider for future expenditure – estimates to be sought

- Roof Cleaning – estimated cost in region of £5000
- Sports Hall Flooring – estimated cost of replacement floor covering to be sought, although not an immediate requirement.
- Hand drier in disabled toilet facility as regularly find hand towels blocking toilet.
- Fixed furniture in reception area



## WASTE & RECYCLING – No further update

Colourful bags to encourage hirers to separate recycling waste seems to be having the desired effect.



## GROUNDS & PERIMETER – No further update

Basic ground maintenance is contracted to Dorset County Council until March 2025. Visits are monitored to ensure the contract service levels are achieved and maintained. BWPC has a positive working relationship with DCC. Contract to be reviewed December 2024 ahead of renewal date.

Planting of hedging has yet to be arranged but it is still hoped this can be a community involvement opportunity.

## MARKETING

The Community Centre has a separate page on our new website providing current tariff, terms and conditions of hire and contact details.

## ANTI SOCIAL BEHAVIOUR

Littering in front of the building continues but generally at a low level.

The date for the next Police Street Corner meeting outside the community centre in Sandy Plot is Tuesday, 19<sup>th</sup> July @ 4pm and has been promoted on BWPC social media. These meetings provide an excellent opportunity for parish councillors and PCSOs to improve our visibility and meet informally with our local residents to discuss matters of interest to all.

## COVID GUIDANCE

In view of the high levels of corona virus the hand sanitizers will remain, regular hand washing and continued wearing of masks is encouraged. The practice of checking between hirers and carrying out a touchpoint clean after all sessions will continue.