



BURTON COMMUNITY CENTRE

UPDATE REPORT: 12TH SEPTEMBER 2022

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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 **£1,000** continues to be met, although there is a noticeable reduction in enquiries largely due to the current economic climate rather than a reflection of our offering. We have also lost a couple of regular hirers each of who reported lower than required attendance but we also welcome back The Stable School for a long term booking.

The projected annual income is **£9,100** based on confirmed bookings to date and regular hirer patterns.

FIRE INSPECTION and FIRE RISK ASSESSMENT

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, installed the weekend of 25/26 June 2022 were missing parts and architrave, the supplier is aware and will be returning to rectify the faults – we are chasing these repairs.

GENERAL MAINTENANCE & REPAIRS

One of overhead LED light panels in the sports hall has been broken and needs replacing – parts are being sourced and quotes requested for working at height.



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. Our non domestic heating engineer has been seriously ill and hospitalized, however, he has made contact to assure us the work will be completed ASAP. We wish him a speedy recovery

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. - **Councillor Tony Bragg to update**

FIRE ALARM and BUILDING SECURITY ALARM

Service of the fire alarm and building security alarm was scheduled to take place during July. This was to include the replacement of 14 smoke detector heads, however, a revised quote was issued after the first had been accepted. The Clerk was to make enquiries. – **Clerk to update**

NON-ESSENTIAL MAINTENANCE

To consider for future expenditure – estimates to be sought

- Roof Cleaning
- 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. One visit was missed which lead to the necessary cutting of the grass in the enclosed garden by another as the area had been booked for a garden party. 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.

Unfortunately, the scheduled July Police Street Corner meeting outside the community centre was subject to a last minute cancellation. 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 continues.