



BURTON COMMUNITY CENTRE

UPDATE REPORT: 24TH OCTOBER 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. The projected annual income is **£11,500** based on confirmed bookings to date and regular hirer patterns.

BCC management team reviewed the tariff, taking current economic climate, reported rising energy costs and our basic offering into consideration, concluding there should be no increase in hourly rate and to freeze the tariff until such time there is a fundamental change.

MARKETING

In addition to a dedicated Facebook page, the Community Centre has a separate page on our new website providing current tariff, terms and conditions of hire and contact details.

All hirers are invited to advertise on notice boards within the community centre and post on the community centre Facebook page.

COMMUNITY INCENTIVES

Saturday, 8th October Councillors Howland and Mussell attended a Community Buildings Get Together organized by BCP. Aside from being a valuable networking opportunity, the purpose of the meeting was primarily to allow an exchange of ideas on how each centre could best provide support for our particular communities. It is clear Burton Community Centre is unable to offer meaningful community support or even basic warm space coffee mornings without furniture in the reception area

The Clerk has received an approach from Avon Lee Lodge nursing home asking if the community centre could be a place of safe refuge for their residents in the event of a fire at the nursing home. BCC management team believe this is an excellent idea and support the request.



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 – it transpires the installation team did not report the issues to the supplier. Councillor Mussell is now in direct contact with the manufacturer/supplier and hopes to report further in the coming weeks.

FIRE ALARM and BUILDING SECURITY ALARM

The building security alarm and fire alarm systems were both been serviced during the summer. The original accepted quote provided by the incumbent service provider included the replacement of 14 smoke detector heads, however, a revised much higher quote was subsequently issued but this quote did not include the necessary provision of a working at height platform, which, the current contractor wrongly suggests BWPC are responsible for.

This together with the FRA observation and recommendations prompted a review of the historic and fragmented fire safety service provisions. BCC management team recommends bringing all fire safety and building security under one umbrella to be delivered by one competent service provider. To ensure the safety of all staff, hirers and visitors of this community building, we recommend the Clerk seeks quotes from nationally recognized service providers such as Churches Fire or Safelincs. We would expect the quote to include a comprehensive survey of existing fire safety equipment and provision including signage.

UTILITY COSTS

Following the last meeting, the Clerk has confirmed the community centre is locked into the Fixed Business Plan Connect 3 year deal which ends on the 11th September 2024.

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**

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. Spare parts are not available, the entire unit requires replacement. A quote for this necessary repair plus the replacement of a faulty single socket in the reception area has been requested.

Accidental damage to sports hall rubberized floor was reported immediately by the hirer responsible, and the Clerk notified. Insurance advice and quotes are being sought. - **Clerk to provide guidance on next steps**



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 – **no further update**

NON-ESSENTIAL MAINTENANCE

To consider for future expenditure – estimates to be sought Grant/funding opportunities being researched.

- 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 – Supplier meetings are being held and quotes for both fixed and modular banquette seating sought. We should budget £6000-£8000

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.

Overhanging shrubs from the neighbouring plot owned by Sovereign require cutting back.

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



ANTI SOCIAL BEHAVIOUR

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

Weekend hirers have recently reported small children repeatedly attempting to gate crash parties and running in to the hall. These incidents have been reported to the police.

COVID GUIDANCE/TOUCHPOINT CLEAN

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.