



BURTON COMMUNITY CENTRE

UPDATE REPORT: 4TH APRIL 2023

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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. A good working relationship with regular rolling hirers is key to the success of the centre, bolstered by weekend one offs and repeat party business.

Between 2017-2020 there were five regular hirers, this has increased to twenty-one regular hirers (seventeen with rolling monthly bookings, four ad-hoc regulars).

Since reopening in April 2021, there has been a substantial increase in generated income to the point the community centre is now able to cover the day to day running costs, that said, the management team continues to actively explore grant/funding opportunities for such items as furniture, community projects and necessary capital expenditure.

| Financial Year | Income | increase on previous year | Occupancy |
|----------------|-------------------|---------------------------|-----------|
| 2017-18 | £1,637.50 | £1,637.50 | 8% |
| 2018-19 | £4,568.00 | £2,930.50 | 21% |
| 2019-20 | £3,310.50 | -£1,257.50 | 15% |
| 2021-22 | £11,437.00 | £8,126.50 | 53% |
| 2022-23 | £15,040.00 | £3,603.00 | 66% |

The BCC management team reviewed the tariff taking the 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 for the time being.

The financial objective for the year 2023/24 is to maintain the same level of business achieved in the last financial year, our average monthly target is, therefore, set @ £1,000.

Detailed records are kept on file and available for inspection.

MARKETING

In addition to a dedicated Facebook page, the Community Centre has a separate tab on the parish council website displaying photographs, 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

Following the attendance of Councillors Howland and Mussell at a BCP “Community Buildings Get Together”, it was clear the community centre is unable to offer meaningful community support or even basic warm space coffee mornings without furniture in the reception area.

As discussed and agreed at a previous meeting, the council gave majority approval for Avon Lee Lodge nursing home to list the community centre as a place of safe refuge for their residents in the event of a fire or other emergency at the nursing home. BCC management team believe this is an excellent idea and support the request but again this highlights the necessity to provide suitable comfortable seating.

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”**. BWPC acknowledge it is essential any and all works approved by the parish council 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 now complete. The doors are now ready for decoration.

FIRE ALARM and BUILDING SECURITY ALARM

The building security alarm and fire alarm systems were both to be serviced during the summer 2022. The original accepted quote from 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 suggested was the responsibility of BWPC.

Following discussion at previous meetings the Clerk has reported Churches Fire have confirmed that their quote from the summer still stands.

Fire Alarm service twice per year total cost £240 plus VAT

Intruder Alarm one service per year cost £110 plus VAT

plus an initial takeover fee for the system £145 plus VAT

The Clerk confirms these costs compare closely to our present charges with Action Alarms. **Majority approval was sought and gained to award Churches Fire the contract to service both fire alarm and intruder alarm.**

Churches have confirmed that they will provide the tower for the working at height to replace the smoke detectors in the hall area but could not quote prior to a full site inspection, this was carried out at the end of February – **Clerk to provide update**

UTILITY COSTS & ENERGY EFFICIENCY

Due to ever increasing fuel costs, the parish council need to investigate all possible energy savings and any grants available.



GENERAL MAINTENANCE & REPAIRS

Water leak from original copper pipe work in sports hall

OUTSTANDING:

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. - **Quote to replace sports hall £12K, additional quotes required are being sourced. Clerk to provide guidance on next steps – NO FURTHER UPDATE**

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 in touch and is working on this.

ESSENTIAL MAINTENANCE

The boiler has developed a fault, powering down, leaking water in the plant room and displaying various fault codes. We are for the moment able to override and start the boiler manually but the unit requires replacing ASAP. We have an initial quote of £8K to replace – and are seeking comparison quotes. Suggest adding £10K to budget for this unexpected capital expenditure and seek agreement in principle to proceed once comparison quotes received. The replacement/repair needs to be completed no later than August.



NON-ESSENTIAL MAINTENANCE

To consider for future expenditure and add to budget

Roof Cleaning **Clean roof of moss - £5K**

Sports Hall Flooring – estimated cost of replacement floor £12K

FURNITURE

- 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

Requests for quotes for a mixture of fixed and modular seating for use in the reception and ante room have been sent to several local specialists.

One quote received from ACF a recommended local Christchurch business @ £4720 net for the fixed booth/diner style seating and £5,050 net for the modular free standing

A second local supplier was too small and too busy but referred us straight back to ACF as the best in the area and most competitive.



A third enquiry with another recommended local firm, based in , Craftwood, remains outstanding.

WASTE & RECYCLING

The collection rota is displayed in the kitchen and Clerk's office. A member of the community centre management team arrives early on the scheduled collection dates to wheel the dumpster out to the front of the building for kerbside collection.

GROUNDS & PERIMETER

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. There is also some evidence of recent fly tipping and damaged perimeter fences. – **Request Clerk to writes to Sovereign Housing asking for the overhanging trees be pruned.**

Visitors parking inconsiderately has been reported – Hirers have been asked to remind all patrons to use the designated parking bays and when not available to park on the grass in front of the community centre. - **Request the Clerk writes to Sovereign Housing asking their parking bays be clearly marked as private/residents only.**

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.

COVID GUIDANCE/TOUCHPOINT CLEAN

The practice of checking between hirers and carrying out a touchpoint clean after all sessions continues. Regular hand washing is encouraged. The hand sanitizers will remain in situ.