



# BURTON COMMUNITY CENTRE

UPDATE REPORT:

FEBRUARY 2024

AUTHORS:

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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.

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. At the time of writing the target has been surpassed.

Detailed records are kept on file and available for inspection.

## 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. **On hold as nonessential**

### ESSENTIAL MAINTENANCE

- An area of the floor in the reception coffee bar/kitchen area raised overnight (2<sup>nd</sup> /3<sup>rd</sup> November) and continued to do so for a few days.



The parquetry flooring and vinyl floor has delaminated in this affected area. Our insurance company was notified immediately together with BCP (holder of the Head Lease) and Sovereign Housing, the Superior Landlord. Having received insurance company approval to raise a section of the floor to thoroughly investigate, the cause has been identified by process of elimination. We are seeking quotes to carry out necessary repairs and separately reinstate the kitchen floor and area as was in accordance with the insurance cover in place.

- Replacement of building heating boiler – to be included in grant application.



## NON-ESSENTIAL MAINTENANCE

To consider for future expenditure and add to budget – grant funding to be investigated.

- Roof Cleaning **Clean roof of moss - £5K** (based on quotes received 2022)
- Sports Hall Flooring – estimated cost of replacement floor £12K (based on quotes received 2022)
- Solar Panels and battery storage
- Building insulation – roof only
- Acoustic sound absorption ceiling panels (apex only) in sports hall – estimate requested.
- Replacement of existing kitchen door and drawer fronts plus work tops, cooker, oven and dishwasher – quotes to be sourced.

## FIRE INSPECTION and FIRE RISK ASSESMENT

The next Fire Risk Assessment has been scheduled to take place during the Easter holiday April 2024, at an agreed cost of £350 plus VAT (same cost as 2001). These inspections and FRA document are necessary to ensure the building is compliant meeting current building regulation.

*FIRE RISK ASSESMENT undertaken in 2021 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.*

## FIRE ALARM and BUILDING SECURITY ALARM

The agreed replacement of the out-of-date smoke detector heads and components has started. So far, all low-level smoke detectors have been replaced, leaving the high-level units which require a platform tower to safely access – a date has yet to be scheduled. – Clerk is chasing service provider **CLERK TO PROVIDE UPDATE.**

The Intruder alarm has also been serviced, however, the invoice received for this work is not in line with the accepted quote and is being challenged. - **CLERK TO PROVIDE UPDATE.**

Since fitting a new alarm keypad two different error codes have been displayed. The Clerk was immediately advised and we await repair/replacement. **CLERK TO PROVIDE UPDATE.**

## PPL/PRS MUSIC LICENCE

On the grounds the community centre is not open to the general public, is run on a not for profit basis, has no facility to play music, has appalling acoustics and is not a performance venue, we suggest the parish council writes immediately to PRS to inform them that we will not be renewing the licence but will be updating our T&Cs of hire making it clear commercial hirers who wish to use music during hire times are responsible for the provision of their own music license. **MAJORITY APPROVAL SOUGHT**

*BACKGROUND: - the PPL/PRS originally classified the Burton Community Centre as a ‘community building’ and issued the music licence on the Community Building Tariff at a cost of £117.60. At renewal PPL/PRS issued an invoice for £714.20, which was immediately challenged and reduced to £300.70. Having made several telephone enquiries speaking direct to PPL/PRS we were assured each time Burton Community Centre should remain on the basic Community Building tariff and advised to take the matter up with PRS Customer Services tel: 0800 072 0808. BWPC made a good faith holding payment of £129 being net while we challenged the*



*change in tariff, however, despite protestations PPL/PRS refused to acknowledge Burton Community Centre as a Community Building because monies are controlled by the Parish Council and issued a surcharge for non-payment. The surcharge was cancelled, The Clerk paid the £300.70 to clear the outstanding debt.*

## UTILITY COSTS & ENERGY EFFICIENCY

Due to ever increasing fuel costs, community centre management is investigating all possible energy savings and any grants available.

From September 2023 fluorescent lamps are no longer available in the UK. All remaining fluorescent lighting within the community centre needs to be replaced with energy efficient LED system. The meeting room, ante room, Clerk's office and men's toilet facility each need to be upgraded. Quotes to sourced.

Solar Panelling with battery storage to be explored.

Building insulation. The building has adequate cavity insulation; however, the roof insulation requires topping up to meeting current building regulations.

Estimates for the above have been gathered for inclusion in grant application.

### **NO FURTHER PROGRESS AT THIS TIME**

## FURNITURE

To consider for future expenditure and add to budget – grant funding to be investigated.

- Fixed furniture in reception area – Supplier meetings 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 were sent to several local specialists.

- fixed booth/diner style seating @ £4720 net for
- modular free-standing furniture @ £5,050

## 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. Clerk has written to Sovereign Housing asking for the overhanging trees be pruned and the hard prune/removal of the Lineside leylandii. Delay in response and action plan attributed to sickness and staff shortages. **CLERK TO UPDATE**

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



## 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. Management to explore grant/funding opportunities for the provision of new furniture. – **NO FURTHER UPDATE**

## ANTI SOCIAL BEHAVIOUR

Nothing to report.