



BURTON COMMUNITY CENTRE

UPDATE REPORT:

MAY 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.

Between 2017-2020 there were five regular hirers, over the last three years April 2021- March 2024 this has increased to over twenty and we continue to attract interest from new potential hirers.

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.

GRANTS/FUNDING OPPORTUNITIES

Great news! The community centre management team was successful in its application to Dorset Community Foundation for a grant from the BCP Thriving Communities Fund. Monies totalling £3,000 were awarded specifically for energy efficient white goods, including a working cooker in the kitchen. We are very grateful to the panel, who on this occasion made the exception to fund a voluntary group 'overseen' by the parish council as the project was a close fit with the Fund criteria. The grants manager was at pains to make clear it was unlikely the voluntary group would be supported via future applications unless we are formally constituted and are independent from the council.



Following an informative Teams meeting with Dorset Community Foundation grants manager, we have researched the various options available to access funding for the community centre. Parish Councils raise money annually by means of an agreed budgeted precept collected by the district



council alongside council tax, for this reason parish councils are not eligible for grant funding for an asset they manage. Conversely, community groups are reliant on sale of services and donations. In order for the community centre to be eligible to access funding it must be self funded and managed by a community group which can be one of three legal structures Charity, Incorporated or Unincorporated - all three require a constitution. As the community centre is currently run by a volunteer manager, has no employees, does not hold contracts or leases (these are held by BWPC), and will only require occasional small amounts of funding to assist with the provision of small scale community based projects, an unincorporated community group is the less arduous and ideal solution. Requiring nothing more than a written constitution accompanied by a simple agreement whereby parish council assigns the day to day running of the community centre to the unincorporated volunteer community group. In terms of reporting and oversight there would be no change. The group can either have their own bank account or use an existing parish council bank account through which all community centre finances would be managed. The bank account would be linked to the parish council's bank account - the Clerk would be the named primary signatory with the ultimate/sole authority to make changes to the account admin and/or close the account. The assignment can be ended at will by either party and EVERYTHING including funds would IMMEDIATELY revert to BWPC.

Any running cost contracted to BWPC would be recharged to the unincorporated volunteer community group for payment out of community centre generated income.

Having identified unincorporated legal structure as the best fit, we suggest the formation of **BURTON & WINKTON COMMUNITY VOLUNTEERS**. A draft adapted constitution based on **Model Constitution for a small unincorporated association** has been distributed to parish councillors together with **Heads of Terms for the assignment of day to day running of the community centre**.

We are seeking majority approval for the following:

1. The notion of setting up **Burton & Winkton Community Volunteers**
2. The legal structure being an **unincorporated community association (not a charity)**
3. The constitution, specifically the '**Aims**' of the group and what happens if the group falls apart.
4. The Heads of Terms for the **Assignment of Day to Day Running of the Community Centre by the volunteer group** and what happens if the group falls apart.
5. The opening of a bank account in the name of **Burton & Winkton Community Volunteers** or **the utilization of an existing BWPC bank for community centre generated finances** with three signatories, where all funds generated by the Community Centre will be accounted for and through which all running costs will be recharged.

COMMUNITY INCENTIVES

After three years of positive returns, we are now confident the community centre is no longer a white elephant but rather a valuable parish asset that if managed carefully able to cover day to day running costs. With a fully functioning kitchen, thanks to BCP Thriving Communities Fund award, we now in a much better position to pursue community incentives, such as a subsidized community café, exercise/wellbeing classes, first aid course etc, however, we are unable to provide meaningful community support or even basic warm space coffee mornings without furniture in the reception area – for this we need access to funding and refer the reader to the previous section

GRANTS/FUNDING OPPORTUNITIES

In February 2024 we were approached by a volunteer group considering setting up a community café, for this Burton Community Centre will require certification including Food Hygiene Rating. As no food is prepared or cooked on the premises this is something we need to investigate further and progress over the coming months. No further progress at the time of writing.



FIRE INSPECTION and FIRE RISK ASSESMENT

*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.*

These inspections and FRA document are necessary to ensure the building is compliant meeting current building regulations.

The most recent inspection and FRA review was carried out in April 2024 (full document filed with Clerk). The inspection found four single doors and one set of double doors in need of attention. It is recommended that all fire doors are checked by a competent contractor who should ensure that all of them reach the level of fire separation outlined by the current British Standard 476: Part 22. They should be installed in accordance with the recommendations contained within the current version of British Standard 8214 and they should close properly and fully under their own power. Where necessary, they should be upgraded with intumescent strips incorporating smoke seals and provided with a third hinge. Any defects in the doors should be rectified. Doors and associated partitions that cannot be repaired or up graded should be replaced. All recommendations were MEDIUM risk but should be deemed as essential maintenance and will be actioned over the coming months.

Door Costings below:

Single Fire Door	844.00	Net plus installation per unit
Double Fire Door Escape route	988.00	Net plus installation

FIRE ALARM and BUILDING SECURITY ALARM

The outstanding high level smoke detector heads have all been replaced.

All failed fire extinguishers have also been replaced.

The intruder alarm keypad as replaced on 26 March is showing yet another and different fault code – this has been reported to the Clerk. The keypad issue was flagged and noted on the April 2024 FRA

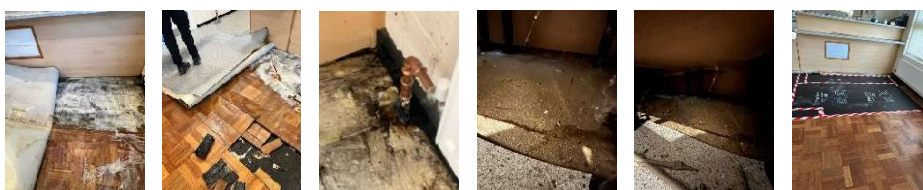
GENERAL MAINTENANCE & REPAIRS

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

- Toilet blockage. Local drainage specialist engaged, attended and cleared 15th April 2024
- INSURANCE CLAIM: Escape of Water/Water Damage reception coffee bar/kitchen November 2023





The Insurance company has approved the reinstatement of the parquet flooring (scheduled to commence 8th May), and the replacement of the vinyl kitchen floor covering (to be scheduled once parquetry work complete).

Per previous council agreement, Wessex Builders were paid £500 plus VAT in full and final for works they actually carried, rather than the quoted amount which included works they did not carry out. They continue to threaten legal action for settlement of £264 – The Clerk and chair have been dealing with this.

- 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.
- Replacement of worn carpet in long room with carpet tiles to match meeting room (to include lift, removal and disposal of existing flooring. **For the total sum of: £1959.14 Plus VAT**)
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PPL/PRS MUSIC LICENCE

Following the decision not to renew the PPL/PRS music license but rather update T&Cs of hire making it clear commercial hirers who wish to use music during hire their private hire session are responsible for the provision of their own music license. The Clerk corresponded with and provided updated T&Cs to PPL/PRS – who we believe accepted the solution and the matter is now settled. **CLERK TO CONFIRM**

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 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. The Clerk continues to chase. **CLERK TO UPDATE**

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

ANTI SOCIAL BEHAVIOUR

The Gas box door was found prised open and needs replacing.