



BURTON COMMUNITY CENTRE

UPDATE REPORT:

JUNE 2024

AUTHORS:

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GENERATED INCOME

Target average monthly income for this financial year is set at £1,000 and was exceeded in April and May currently standing at **£1,475.25** as of 31 May 2024. The projected annual income is £14,500 based on confirmed bookings to date and regular hirer patterns. Detailed records are kept on file and available for inspection.

INSURANCE CLAIM Kitchen & Reception

The parquet flooring has been reinstated – settled by insurance company ie monies received
The new kitchen vinyl floor has been replaced – settled by insurance company ie monies received

Outstanding – replacement kick boards – once purchased and fitted the final bill can be submitted to the insurance company for the full and final settlement.

GRANT: REPLACEMENT WHITE GOODS

Appropriate white goods are being sourced and will be ordered soon.

FIRE INSPECTION and FIRE RISK ASSESMENT RECOMMENDATIONS:

Work to remedy the points raised has already started, eg the faulty keypad has already been replaced by the contractor at no cost. All recommendations will be actioned throughout the coming months.

ASSIGNMENT OF DAY TO DAY RUNNING TO COMMUNITY VOLUNTEER GROUP

Please see and read attached for all pertinent points.

COMMUNITY INCENTIVES

Some excellent ideas have been suggested by residents, all offering to volunteer but we are unable to progress without funding.

GROUNDS & PERIMETER

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**

INTERNAL CLEANING SCHEDULE

Please see attached internal cleaning schedule – this is what the community centre is getting for £13.50 per hour.

PLANNED PREVENTATIVE MAINTENANCE

Seeking approval in principle of the attached. The schedule is self explanatory, listing all the usual servicing and checks that need to be carried out on a building with frequency. Some of the timescales can be pushed but not all.



Anything that crops up that is not on the list or outside of the agreed frequency needs to be justified and approved. Any substantial increase from the previous cost would be subject to the usual questions and will require comparative market quotes.

If we agree in principle, we can avoid having to ask full parish council permission to clean windows quarterly and clear gutters.