



Carbrooke Community Centre Hub Committee
(a committee of Carbrooke Parish Council)

A meeting of the Community Centre Hub Committee held at the Community Hub at 7pm Friday 4th February 2022 for the purpose of transacting the following business.

Present: Philip Sampher (Carbrooke Parish Councillor & Chair of Community Hub Committee), Dave Walton (Committee member), Julia Rees (Committee member), Georgia Long (Committee member and Parish Cllr), Mike Wormald (Committee member and Parish Cllr), Helen Crane (Committee member and Parish Cllr), Shaun Cockman (Committee member), Lorraine Howard (treasurer), Laura Fox (secretary),

Public in attendance: R and J Chance, Rebecca Bush, P and S Arrowsmith

MINUTES

1 Public Participation

Phil welcomed the committee and the public, introducing himself and the building. No comments or points brought up by the public.

2 To receive apologies for absence

No apologies received on this occasion.

3 To confirm the minutes of the meeting held on 04/12/21

Last minutes confirmed by all and signed by PS as a true representation.

4 To receive any matters arising from the minutes (for information only)

N/A

5 The Hub booking form

Booking form reviewed by all and all thanked GL for the work she has put into it. Concerns on costs risen regarding equipment and deposit. **PS** quoted prices for other local halls.

Agreed the deposit £50, changed from £100.

Suggested media package (projector and sound system) to be an add on at £5 per event after review in 6 months.

Two weeks cancellation agreed by all.

Office to be removed from booking form to begin with.

Clarity on public liability insurance for companies and businesses using the hub and record of this from regular users.

Payment system on website and remote card reader to be finalised by the 14th Feb.

Booking adaptations to be actioned by **GL**.

First booking agreed for 1st March 2022

Booking to be reviewed in 6 months time (1st week of September)

6 Offline booking system

Paper forms to be available and then imputed by maintenance manager.

Invoice will be required for any card payments.

7 Update on bookings and public viewing (coffee morning 12th/13th Feb)

Saturday and Sunday 10-12 public viewing of the hall hosted by committee. Free tea and coffee provided by petty cash.

Booking forms available.

Donations bucket required.

8 Key boxes and internal notice boards

More notice boards to be purchased to go around hall, total of 6. Either in blue or in the hub colours. Committee all agreed this would help echo and reduce damage to paintwork. **PS** to action

Key box discussed and a coded door lock (suggested by Rebecca Bush) decided in its place. This was decided by all as it was easier to change codes rather than replace locks and keys. **PS** to consult parish council and get quotes.

9 Queens Jubilee (celebration week commencing 2nd June)

Big lunch Sunday 5th June. BBQ (SC to man) to generate money for the hub. Buckingham Lodge to be invited. Bunting for children to decorate prior to event. Further details to be discussed at next meeting.

Flagpole to mark events and occasions, possibly one to attach to the building (suggested by Rebecca Bush). **HC** to consult council re. planning permission before we address quotes.

Grand Opening of Hub 20th May 2022. **MW** updated on special guests and their timings. Discussion of engraved plaque to mark occasion and written invitations to be sent to guests.

10 To consider the best way to go forward with the fitting out of the building.

Blinds agreed from quote by Just & Curtains. **PS**

Shelving in the pantry- ask for donations of materials and labour from community.

Various framed pictures to go in the foyer including 'Story of' and the Honour board is now on long-term loan to the Watton Museum.

Location of the large sign discussed and extra signs (smaller logo sign 2ft x 2ft) to be purchased, including car park signs and signs to say park at own degression. **GL**
Mirrors for bathroom and industrial cleaning equipment required. **LF** to gain quotes
COSHH/Data sheets. **LF**

11 BT mobile and internet contact

Equipment received, installation required.

Android mobile to arrive, with which the landline calls will be forwarded to for bookings.

Payment log in required to link bank account. **NH**

Mobile payment with card reader to be connected via app to mobile. **LH**

12 To receive items for inclusion in the next agenda

Health and Safety checklist. **LF**

Capacity of rooms. **LF**

Summer event September 3rd?

Booking forms. **GL**

First bookings from 1st March 2022

Queens Jubilee

Grand Opening

13 To agree the date and time of next meeting

Monday 28th February 2022 at 7pm

Further discussions can be had with:

Philip Sampher

Carbrooke Parish Councilor & Chair of Community Hub Committee

thecommunityhub2021@gmail.com

Nick Hartley

Clerk to Carbrooke Parish Council

carbrookeparishclerk@gmail.com

Agreed and signed

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Date:.....