

Minutes of the Carbrooke Centre Management Committee
(a committee of Carbrooke Parish Council)

7pm at Carbrooke Village Hall, Thursday 4th December

In attendance: Helen Crane, Lorraine Dempsey, Laura Fox, Georgia Long, Julia Rees, Phil Sampher

1. No members of the public attended the meeting.
2. Apologies were received from: Shaun Cockman, Veronica Colley, Dave Walton, Pat Warwick and Mike Wormall
3. Minutes of the meeting on 31 August 2021 were confirmed.
4. Non matters arising.
5. Lorraine Dempsey was welcomed onto the committee as the new Treasurer. Laura Fox volunteered her services as Secretary to the committee and was duly appointed. Georgia agreed to take on the role of Data Protection Officer for the moment.
A question was raised about the need for a Safeguarding officer – Phil to check back with the Parish Council on this.
6. The draft terms of reference were agreed. Although there was some discussion around membership, it was agreed this was a fluid document and could be modified in the future should the need arise. It was agreed that the document should have date and signature space added. Phil would take to the next PC meeting.
7. The Committee agreed that collapsible parking barriers seemed a good option to stop people parking in the Centre's spaces. Phil to investigate further.
- 7a Georgia was thanked for her amazing work in producing the booking form and conditions of hire. It was agreed there should be both an online and offline system. Booking forms would be available in the building.
8. Georgia updated members on enquiries for hiring the building, which included Julia's booking of Thursday evenings and Sunday 1x month, Phil's Tuesday am coffee mornings, Veronica 1st and 3rd Mondays, Amanda Crossley, craft fayres, Joy Patience, exercise class, Breckland Studio, photo shoots, Happy Feet, Antenatal, Debbie Muller, yoga, Jim Shipman, Princes Trust, and an enquiry about Christmas Day.
9. Open Day and Potential Hirers – Phil updated members on the work. Only thing left is to lay the floor which should be done in the next fortnight. The audio system will go in 14/15 Dec. It was agreed it was better to take people round individually rather than invite to an open day given the time of year- people could look round as soon as we have keys. Open Day – it was agreed we make this an all day event with the Centre open for local stall holders/refreshments – suggest charging £5 per table. Then an evening event perhaps with local food vendors eg Country Kitchen, Indian curry van, fish and chips. Possibly bingo/quiz night? Still to decide: best time for Lady Dannatt to arrive.
10. Phil reported on all he'd bought already, including tables, 2 internal notice boards and outdoor noticeboard. A side noticeboard had been ordered. Will need toilet roll holders and mirrors. Need to find out if builders will provide letter box. Helen will arrange the transport of the oval table and filing cabinet from Breckland Council. It was agreed to leave the fitting out until the New Year. A day when all hands on deck to be arranged for moving chairs, tables etc from container and deciding where everything goes.
- 10a Quote for fire extinguishers from Ian Hunt accepted.
11. It was agreed to pay a one-off sum (recommended by Tom) of £60 for online payment for booking. A mobile phone to be purchased for discrete use by the Centre. There was some discussion about the need for a laptop and tablet for use by the Centre. Office has an A3 printer for posters. Tablet for running entertainment system.
Heating by British Gas. Water by Anglian Water.

Discussion over Data Protection. Before we can have CCTV we need a DPIA assessment to justify CCTV. Stan Hebborn to do this. £420 to do assessment and draw up policy. Could be asked to do a training session. Helen to check with Breckland Council for another quote. The role of Data Protection Officer could be advertised.
12. Next meeting: February 8th, 7pm