

Minutes of a meeting Carbrooke Community Centre Management Committee (a sub committee of Carbrook Parish Council) held online on 31 August 2021

1 Public Participation

None

2 Apologies for absence

Apologies were received from Dave Walton.

3 Minutes

The minutes of the meeting held on 2 August 2021 were agreed and signed.

4 Matters Arising (for information only)

None.

5 Lighting in the play area/garden

It was agreed to approach the Parish Council to confirm/agree with the builders to install a security light on a sensor.

6 Terms of Hire Form

Phil to circulate Shrumptstraw terms so that we can adapt for our use. No other special requirements other than min 1 hour at present. Licences - has anything been done about these, music licence required.

7 Fitting out the office

This was deferred to next meeting once seen the space

8 Update on enquiries for hiring the building

Interest coming through wanting to see space, looking at Jan to accept bookings. What three words to help find location. Animals allowed with permission. Shaun to arrange event for Christmas to have as an open day for the public.

9 Security of the building

The Committee agreed CCTV is needed. CCTV is preferred over an alarm system. The Committee wants to take ownership of the CCTV policy and ownership of the system. It was agreed approx 5 cameras required, 4 on external and 1 internal in main entrance. The Committee believes as long as policies in place and adhered to there is no reason against it. Will appoint Data protection officer to review policies yearly. Approach Parish Council to put this forward as a solution against concerns.

10 Items for inclusion in the next agenda

To agree a timeframe for final purchases.
A walkaround the building.

11 Next Meeting

The next meeting will be on Wednesday September 29.