

**Minutes of the Community Hub Management Committee
(a Sub committee of Carbrooke Parish Council)
held online on 7th July 2021**

Present: P Sampher (Chair) S Cockman, H Crane, G Long, P Warwick, M Wormald.
In attendance: N Hartley (parish clerk)

1. Public Participation

There were no members of the public present.

2. Apologies

Apologies were received from Veronica Colley, Julia Rees and Dave Walton.

3. Minutes

It was **RESOLVED** to approve the minutes of the meeting held on 9 June 2021 as a true and accurate record.

4. Matters Arising

It was noted that potential hirers are expressing an interest in hiring the facilities.

The developers have been asked to install a shipping container at the rear of the building for additional storage.

The date for completion of the building should be by mid September.

5. Appointment of a Website Designer

The appointment of Tom Clark (TCQC) to provide a website was confirmed. Work will commence once the logo/branding has been agreed.

6. Contracts for Website Design and Logo Design

Contracts had been signed with Tom Clarke (TCQC) as the Hub's website designer and Holly Sonser of Holly Berry Creative as logo designer. It was noted that the contracts with the website designer and logo designer were checked by a member of the Parish Council, who is a solicitor and that amendments were agreed and made before the contracts were signed.

7. Logo Design

Various designs were discussed and a final decision was made on the logo. Georgia Long will liaise with the logo designer.

8. Grant

Helen Crane confirmed that Norfolk Community Foundation has approved a grant application for £4,999 toward the cost of a loop hearing system.

9. Purchase of Tables and Chairs

Quotes were received for the purchase of tables and chairs. It was **RESOLVED** to use GoPak.

10. Fitting out the Kitchen

It was **RESOLVED** to use the list provided by Julia Rees at the June meeting. It was agreed that a microwave and hob should be sufficient as opposed to an oven. Phil Sampher will ask the developers to not fit an oven and ask if a contribution can be made toward the cost of a combination microwave. It was noted that a shutter serving hatch will be fitted between the kitchen and the main hall.

11. Internet Provider

It was **RESOLVED** to budget between £300 and £400pa. Georgia Long and Dave Walton to obtain quotes from BT and Vodafone.

12. Christmas Tree

The developer has agreed to put in an outside socket for a Christmas tree. Pat Warwick will contact the developer to see if they will install an area for a tree to stand in.

13. Items for inclusion in next Agenda

Update on logo and website.

Update on the hearing loop system.

Update on enquiries for hire of the facilities.

14. Next Meeting

The next meeting will be on 2 August at 7pm, with a further meeting on 31 August.

There being no further business, the meeting was closed at 7.30pm.