

**Minutes of the Community Hub Management Committee
(a Sub committee of Carbrooke Parish Council)
held online on 2 August 2021**

Present: P Sampher (Chair) V Colley, G Long, J Rees, 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 S Cockman, Helen Crane, Dave Walton and Pat Warwick.

3. Minutes

It was **RESOLVED** to approve the minutes of the meeting held on 7 July 2021 as a true and accurate record.

4. Matters Arising

None.

5. Formal Opening

Mike Wormald confirmed that the Lord Lieutenant, Lady Dannatt, will formally open the building on 20 May 2022. The Committee will decide the full details of the event and the guest list.

6. Security

Phil Sampher and Georgia Long had met a representative from CCTV-information. The Parish Council's decision was to initially install an alarm system and to consider the installation of CCTV based on further information.

7. Logo Design and Website Update

Georgia Long confirmed that the branding had been agreed. She noted that the website is being prepared.

8. Hearing Loop System Update

Phil Sampher confirmed that the contractor is in contact with the site manager re installation.

9. Enquiries

Georgia Long has contacted all those who have expressed an interest in hiring the building.

10. Purchase of Cutlery, Mugs etc

Phil Sampher confirmed that he had purchased cutlery, mugs, cups and so on. The tables and chairs have also been ordered.

11. Fitting out the Kitchen

It was agreed that no further purchases are necessary until the building has been completed and an assessment can be made of what is required.

12. Internet Provider

Georgia Long confirmed that nothing can be decided until the building has been handed over to the Parish Council.

13. Signs and Noticeboards

It was **RESOLVED** to obtain prices for a Community Hub sign for the outside of the building. Georgia Long proposed a values board inside the building. It was proposed to have a noticeboard on the outside of the building.

14. Garden Area

Veronica Colley proposed a garden area with woodland planting. She would like to encourage groups to put up bug hotels and bird boxes. A local nursery has offered to help with plants.

15. Items for inclusion in next Agenda

Lighting for the play area/garden.

Terms of hire form.

Fitting out the office.

16. Next Meeting

The next meeting will be on 31 August at 7pm.

There being no further business, the meeting was closed at 8.30pm.