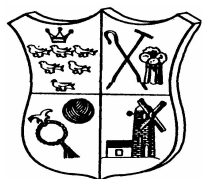


HAILSHAM TOWN COUNCIL

WELBURY COMMUNITY CENTRE SUB-COMMITTEE



REPORT (Minutes) of the Welbury Community Centre Sub-Committee held at the Members' Room, Inglenook, Market Street, Hailsham, on Thursday 27th April 2017 at 2.15 pm.

WCS-
SC/1/17/1

Committee members present

Councillors: R. Grocock, P. Holbrook and Mrs S. Van der Geyten

Officers in attendance: M Caira

2 **Election of Chairman**

Councillor R Grocock was elected as Chairman of the Sub-Committee

3 **Apologies For Absence**

None

4 **Declarations of Interest**

None

5 **Terms of Reference**

5.1 **RESOLVED** to agree to the Terms of Reference as circulated with the agenda and as Appendix WCS-SC/1/17/5A to these minutes.

5.2 **RESOLVED** that the Sub Committee will consider the operation of the hall, furniture and fitting costs together with the on-going operational costs and.

5.3 The Sub-Committee recognised that the developer and Wealden District Council will have the major impact on the timescale of any transfer to Hailsham Town Council

6 **Operation of the Hall**

6.1 The Sub-Committee considered the potential uses of the Centre. This included the public use of the various rooms and the use by the Council for both Full Council meetings and the potential to relocate the offices to this building. The use of the building for offices would restrict the public use of the building and remove the Town Council's presence in Hailsham town centre.

6.2 Councillor Holbrook proposed that the Centre should be named after Jim West. The Sub Committee fully supported the proposal.

6.3 **RESOLVED to recommend** that the Centre is named after Jim West.

7 **Furniture and Fitting Costs**

7.1 The Sub-Committee considered that in order to help establish the costs of fitting out the building a site visit would be required. It was agreed to ask Taylor Wimpey for access for an hour in the afternoon of 8th May to carry out an assessment.

7.2 The Sub-Committee requested that the appropriate organisations are requested to provide details on the requirements for some of the specific specifications of the building. These included the Council's insurer's requirements on door, windows and fire alarms etc and the fire brigade's requirements for fire extinguishers

7.3 The Sub Committee were advised that the Town Clerk had contacted Wealden District Council in respect of any commuted sums (Section 106 funds) that may be payable on taking on the building and or surrounding public open space. A response had not yet been received from Wealden.

8 **Operational Costs**

8.1 The Sub-Committee considered that it could not take this item any further at this stage.

There being no further business the meeting closed at 3.25 pm. The next meeting will be a site meeting at Welbury Community Centre to be held on Monday 8th May 2017 in the afternoon. Date and time to be confirmed by Taylor Wimpey.

**Appendix: WCS-SC/1/17/5A
DRAFT TERMS OF REFERENCE**

**HAILSHAM TOWN COUNCIL
WELBURY COMMUNITY HALL
TERMS OF REFERENCE**

This Committee is appointed to make recommendation to the Council's Strategic Projects Committee on establishing how the hall is be operated for the benefit of the public and the Council, the cost of fitting out the hall and on-going running costs. The sub-committee makes recommendations to the Strategic Projects Committee on this area.

The Committee is responsible for working in partnership with other organisations, members of the town council or other town council committees or sub-committees to achieve these objectives.

Membership: The total/maximum number of seats allocated to the committee is three

Quorum: Shall be half of appointed members or the closest majority to
that number

Frequency of Meetings: The Committee will meet frequently in order to make recommendations to SPC and the Council.

Lifespan of the Sub-Committee:

The Sub-Committee is only appointed to put forward proposals for the operation and cost of operating the Welbury Community Hall.

Membership eligibility: Open to all members of the Council's Strategic Projects Committee, as formally appointed at the Annual Meeting of Council or subsequently at other meetings

Other members may be co-opted from other organisations, or guests invited for specific purposes, if and when appropriate.

Remit

1. The Sub-Committee is formed with the specific remit of establishing how the Hall can be operated, to include:
 - The cost of furniture and fittings to enable the hall to be operational
 - The cost of on-going running costs
2. The Sub-Committee is expected to make recommendations to the Strategic Projects Committee as an outcome of its review.
3. The Sub-Committee must be mindful of the legal and financial restrictions on its recommendations at all times.
4. Exclusions

This committee has no delegated authority to make decisions on any of the areas above, but is responsible for making recommendations to the Strategic Projects Committee.