

**Report author:**

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**Report of the Area Leader – South East Leeds**

**Report to South Leeds (Outer) Area Committee**

**Date: Monday 31<sup>st</sup> March 2014**

**Subject: St Gabriel's Community Centre – Review Report**

Are specific electoral Wards affected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):	Ardsley and Robin Hood	
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	x No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	x No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	x No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

**Summary of main issues**

This report provides a review of the operation of St Gabriel's Community Centre over the last 12 months. It highlights the work of the Management Committee, Outer South Community Centre Sub Committee, South East Area Support Team and partners in supporting the operation of the centre.

**Recommendation**

1. Members are asked to note the content of this report and make comments as appropriate.

## **1 Purpose of this report**

The purpose of this report is to provide the Outer South Area Committee with an overview of the operation of St Gabriel's Community Centre over the last 12 months. This follows a decision in 2010 by Area Committee to extend the review period on the building in 2010 for a further 3 years, with annual reviews being presented to the Outer South Area Committee.

## **2 Background information**

- 2.1 In November 2007 work on the Outer South's Community Centre portfolio commenced. The scope of the work was to ensure that the Area Committee had a portfolio of facilities which were well used, in relatively good condition and were financially efficient to operate. From this exercise, a number of buildings were highlighted for review. In April 2008 the St Gabriel's Centre was added to the delegation and drawn into this review.
- 2.2 St Gabriel's was included in this review due to a number of factors:
  - 1) The lease between Leeds City Council and the church for the building was due for renewal.
  - 2) The centre was only being used for eight hours per week for Youth Service sessions and the facility costing nearly £23,000 to operate in 2007/08, with only £279 income being generated.
- 2.3 Following consideration of a report in April 2008, a further report was presented to Outer South Area Committee in March 2009 detailing the situation. In March 2009 the Area Committee decided that the facility should have an extended review period of 12 months. Members felt that due to high levels of community interest shown in developing new activities at the facility and local community members wanting to establish a Management Committee this would publicise and promote the building.
- 2.4 In 2010 the review period was extended by the Area Committee for a further 3 years with annual update reports. In March 2011 members received a review final report of the 3 year review period. Members requested a further annual report to be presented to Area Committee in March 2014

## **3 St Gabriel's Community Centre**

### **3.1 St Gabriel's Management Committee**

- 3.1.1 The management committee was established with support from ward councillors by local residents in response to the first review. The committee's main focus continues to be around generating activities and promoting the facility for use by local people. The management committee continues as key holders for the facility, which has assisted in keeping caretaking costs down.

3.1.2 The management committee is still encouraging more activities at the centre and is keen to explore options with local users. They are also hoping to establish short term courses within the centre to enable them to open up opportunities, thereby building on the skills of the local residents.

### **3.1.3 Achievements and Progress to date:**

- Over the last 12 months there has been an increase in the use of the building, by local residents. There have been a number of requests received from local families to put on extra activities on a Wednesday afternoon, this will commence after Easter.
- In 2013, the Community Group and its Committee secured match funding from Community First to replaster the main hall. The materials for the decorating was provided through MICE money. The group used their own time to re-plaster and paint the building. The work is now complete
- Some younger members have joined the committee and have been able to put forward suggestions to broaden the appeal of the centre as well as participate in the events that have been taking place.

### **3.1.4 Future plans include:**

- To carry out work to the exterior of the building to create a more inviting outlook.
- To expand and enhance the existing garden area
- Windows have now been repaired, and the internal window frames will be painted to add an attractive décor. Once the framework has been painted the group will apply for funding for new Perspex to be fitted to windows to let more light into the building. Making it more user friendly (Externally) to local residents to encourage access.
- Due to rising damp there is still work to be complete in the main hall.
- There are still a number of concerns that need to be resolved regarding repair issues and improving the communication with Leeds City Council Lettings team to ensure group's aims and objectives are supported. Area Support team are facilitating a meeting with Lettings and Community Centres team to progress this area of work
- The group continues to work effectively with the wider community – East Ardsley Primary School, Ardsley & Tingley Children's Centre, businesses, promoting events in local magazines and media. During the year they have been promoting and fundraising by holding stalls at the village fayres.
- Some funding has been secured to assist with getting some additional equipment for the kitchen.

3.1.4 The committee held various activities over the year with more planned for 2014. This includes the Easter Extravaganza. Also planned are Summer Activities for during the school holidays.

- Over the last 12 months membership has increased with new members of mixed ages and gender. Thus engaging more with local residents and encompassing the wider interests of all involved
- Achieved £1,500 funding from Community First Panel for replastering of the main hall and £300 funding for baby changing table. This will be fitted as soon as the decoration of the ladies toilets is completed.
- St Gabriel's Management Committee is communicating regularly with local schools, advertising local flyer on notice board
- Liaising with the Ardsley & Tingley Children's Centre advertising via Sure Start and working together to promote each other's events/activities. Sure Start have also hired the room for a movement and play session during the summer holidays

3.1.5 Members of the management committee (**Appendix 1**) feel that significant progress and success has been achieved during the last 12 months and hope to be able to sustain and build on this for the future with continued partnership working.

3.1.6 The Management Committee has raised some concerns regarding the Community Centre which are:

- Lettings information and their methods of booking / reserving the building are inconsistent
- Relaying of information from Asset Management to the Committee. There are concerns regarding the communication links that need to be developed and strengthened.
- Repair work unreliable and long drawn out repairs which hold up the work of the group.

## **3.2 Views from St Michael's Church**

3.2.1 As with previous reports the views of St Michael's Church have been sought. The property was originally gifted to the Trustees in 1903 and there is no restriction on the power of sale, therefore the Trustees could sell the property and dispose of the proceeds. The trustees comprise of the Vicar of St. Michael's and three other people. The lease was renewed for three years in 2010 and ran out in 2013. No further paperwork has been received regarding the renewal of the lease from 2013.

- 3.2.1 The trustees at St Michaels have commented on how the Community Centre continues to be well used by various groups of all ages from the village. They remain thankful for the time put in by the St Gabriel's Management Committee in managing and looking after the Centre and for the input from Leeds City Council with regards to the building maintenance.
- 3.2.2 The church trustees remain of the view expressed in previous years that if Leeds City Council were to cease their involvement with St Gabriel's Centre, then they would have no option but to sell the building, as they feel they would not have enough time nor funds to commit to the running of the facility or to carry out any repairs to the property.
- 3.2.3 With regard to the community facilities, it is highly likely that the Methodist Church on Chapel Street will close in summer 2014. Groups are already in discussion with the Management Committee about using St Gabriel's following the closure of the Methodist Church. It is expected that this further demand for space will impact on the fees received from the lettings. St Michael's Church Hall continues to be used by existing groups so there would not be a great deal of spare capacity in letting the Church Hall.
- 3.2.4 The trustees at St Michaels also commented on how encouraging it has been to note the investment by Leeds City Council on various items of fabric repair and decoration that has been undertaken on the building and the main hall. They feel this, together with the work of the St. Gabriel's management committee, has led to many groups using the centre on a regular basis or for one off events (see paragraph 3.5).
- 3.2.5 In addition to St Gabriel's, St Michael's Church has a church hall which they hire out for local community activities. This is very well used on Monday, Tuesday, and Wednesday nights. Wednesday mornings are used by the parent and toddler group. While Thursday night is currently free, a local group has expressed an interest to use the hall. Friday and Saturday nights are reserved for church Socials and the church's youth club meet twice monthly on Sunday. This is additional to one-off bookings for parties.

### **3.3 Youth Service**

- 3.3.1 The Youth Service has been delivering two weekly sessions at St Gabriel's Youth Centre. The restructure of the Youth Service has resulted in both sessions taking place on the same evening.

- **Tuesday: Intermediate Club - 11 to 13 year olds:**

Registered members:	45
Average attendance:	18 per session
Total attendance for year:	597

- **Tuesday: Senior Youth Club - 13 to 19 year olds**

Registered members:	73
Average attendance:	9 per session
total attendance for year:	235

- Of the 118 members attending the two provisions 87 young people are from the Lower Super Output Areas (LSOA) priority area.

3.3.2 The sessions at St Gabriel's Youth Centre have engaged young people from the geographical target areas of Thorpe / East Ardsley. This has also supported the Children's Services Children & Young People Plan (CYYP) plan targets of:

- Reducing the number of young people in care
- Reducing the number of young people not in employment or education (NEET)
- and improving school attendance

3.3.3 Five young people from the St Gabriel's / East Ardsley area were involved in the National Citizenship Service (NCS) project and Youth Matters group. NCS group members worked on attending two residentials, one at Angrove Park and one at Herd Farm. During the residentials young people developed skills and focussed on a social action programme for their local community. The group members focussed on improving recreational activities for young people. During summer 2013 they worked on the Mini-Breeze at East Ardsley offering additional activities and raising funds for Yorkshire Air Ambulance in memory of a local young man. The group members also supported the Outer South consultation of young people through the mini breeze event at East Ardsley Rec. There was 17 young people from across the Ardsley / Morley area were involved in helping and 5 from the local area.

3.3.4 The St Gabriel's / East Ardsley members have been working to support the work of the Youth Matters group. The group has been undertaking training, meetings with Councillors and supporting the interview process for Youth Workers and Youth Support Workers. The group has recently been involved in the Youth Activity Fund process, reviewing applications from potential activity providers.

3.3.5 The School holidays programme of trips / activities is offered to young people of Thorpe / East Ardsley and this has helped promote the facilities at St Gabriel's centre.

3.3.6 The Thorpe Mobile session has continued to operate and has enabled young people from Thorpe to access St Gabriel's Session. The Thorpe Session now has a regular attendance of 5+ young people, all from the Thorpe area. The Thorpe Mobile session continues to take place on a Thursday, but this will be changing due to the poor attendance. Youth Service has supported the St Gabriel's Community Centre in terms of having new notice boards placed on the walls, a local college supported this in terms of fixing them on the wall free of charge.

- 3.3.7 Youth Service has also made a financial contribution to the purchase of a cooker at the centre with playgroup and local councillors.

### 3.4 Support from Area Support Team

- 3.4.1 The Area Support Team has continued in its role of providing support and guidance when required. The Area Committee previously agreed a protocol (**Appendix 2**) to help the Management Committee to be more effective in dealing with issues. This has been maintained and adopted with regular monitoring by the Outer South Community Centres Sub Committee.

### 3.5 Summary of Current Use

- 3.5.1 The timetable below shows the programme of regular activities taking place at the centre.

Day	Activity
Monday	
Tuesday	Baby & Toddler Group 9.30 – 11.30 Youth Club – 6pm – 8pm
Wednesday	Boogie Babies – 9.30 – 10.30 Kraftwise (held on afternoon) Councillor Surgery ( Monthly)
Thursday	Baby & Toddler Group 9.30 – 11.30
Friday	Dazl Dance Group – 4pm – 5.30pm Prize Bingo ( Monthly) 7.30 – 10pm
Saturday	Seasonal Events and Fundraising

- 3.5.2 A slimming group has expressed an interest in holding Wednesday evening Sessions at the centre.

#### 3.5.3 Events held during the

Activity	Number of attendees
Summer Fayre	80
Easter Extravaganza	60
Christmas Fayre	80
Sure Start – Movement & Play sessions	24
Parties & Children's Celebrations (booked via Lettings)	
Visit by Bishop of Wakefield to commemorate 40 years of the changes to the Church building	25
Polling station	
Public Meetings	Up to 25 at each meeting

### 3.6 Finance

3.6.1 The table below provides an updated financial position in January 2013/14 against the end of year figures for 2012/13. Please note that the figures at January are subject to change due to any charges which may come through on the account by the end of the financial year:

Cost Type	2008/09 Actual	2009/10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Actual	2013-14 Budget
Rates	£1,109	£1,164	£1,056	£1,104	£1,170	£1,148	
Grounds Maintenance				£1,470		0	0
Caretaking	£18,963	£7,063	£1,863	£225	0	0	0
Premises (utilities / supplies / services)	£4,302	-£1,104*	£4,363	£6,869	£7,370	£6,028	£6103
Management Fee (LCC Corporate Property Management)	£2,455	£747	£1,135	£1,460	£1,270	£1,270	£1,670
Insurance	£430	£440	£430	£430	0	0	0
Maintenance costs	Included in premises costs in 08/09	£1,830	£1,010	£1,070	£1,050		
Income from Lettings	-£294	-£60	£-60	£-350	£-60	£-624	£-52
Telephone line			£51	£140		£164	£220
<b>Total</b>	<b>£26,965</b>	<b>£10,080</b>	<b>£9,848</b>	<b>£7,897</b>	<b>£10,800</b>	<b>£7986</b>	<b>£7941</b>

\*due to a large credit on electricity bill

## 4 Corporate Considerations

### 4.1 Consultation and Engagement

4.1.1 The Outer South Communities Centres Sub Committee on behalf of the Outer South Area Committee in determining their objectives have engaged key partners and considered both local and citywide emerging priorities. These are reviewed on an annual basis with the support of St. Gabriel's management committee, St Michael's Church and Corporate Property Management Team.

### 4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Community groups submitting a project proposal requesting funding from the Well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality groups the project will work with and how equality and cohesion issues have been considered.



4.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

4.2.3 A light touch Equality Impact Assessments is carried out for all projects.

### **4.3 Council Policies and City Priorities**

4.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:

- Vision For Leeds
- Children and Families City Priority Plan
- Safer and Stronger Communities City Priority Plan
- Health and Wellbeing City Priorities Plan
- Sustainable Economy and Culture City Priority Plan
- Housing and Regeneration City Priority Plan

### **4.4 Resources and Value for Money**

4.4.1 The resource implications are detailed at 3.6.1.

### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 The legal implications of this report would be associated with the implementation of any lease agreement between Leeds City Council and church trustees...

4.5.2 Having decided to keep St Gabriel's open as a functional community centre for a further 3 years in 2010 the various budgetary resource implications are detailed above.

4.5.3 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.

4.5.4 There are no key or major decisions being made that would be eligible for Call In.

### **4.6 Risk Management**

4.6.1 This report provides an update on work in the Outer South and therefore no risks are identifiable. Any projects funded through Wellbeing budget complete a section identifying risks and solutions as part of the application process.

## **5.0 Conclusions**

5.1 The centre continues to be well used. Advertising via Sure Start, children centres and the local school has led to continued involvement in linking with other events within the local community. The group acknowledges the centre still faces the challenge of generating an income from paid lettings.

- 5.2 While there are a number of other community facilities in the area, it is acknowledged that they are usually fully booked. The management committee continues to pursue the issue of 'fit for purpose' with regards to the condition of the kitchen, toilets and other issues. Action on these issues has been identified and progress on them continues to be tracked at the Outer South Area Committee Community Centres Sub Committee.
- 5.3 The management committee had hoped the reduction in the cost of hiring the centre should have contributed to an increase in paid lettings but voiced concerns that this new rate is not being well promoted by LCC lettings team and would like these issues regarding the procedures relating to letting out the centre addressed.
- 5.4 The programme of work scheduled to improve the facility is still ongoing and the committee members have opined how this has contributed to the delay to the self help work that the group had planned to undertake at the Centre.
- 5.5 Youth Service continue to respond to local need with appropriate sessions at the centre, as well as using the youth bus locally and in the wider Ardsley & Robin Hood area.
- 5.6 AST is facilitating a meeting with St Gabriel's, Lettings and Community Centre Team to help improve the process for booking the centre.

## **6.0 Recommendations**

- 6.1 Members are asked to note the content of this report and make comments as appropriate.

## **7 Background documents<sup>1</sup>**

- 7.1 There are no background documents associated with this paper.

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

# **St Gabriel's Community Centre Management Committee**

<b>The Current membership list is as follows</b>	
<b>Chair</b>	Susan Volante
<b>Secretary</b>	Councillor Karen Renshaw
<b>Treasurer</b>	Marilyn Richards
<b>Committee Members</b>	Janet Howse Maureen Bush Sarah Day Kathleen Renshaw Aileen Martin Trevor Sherbourne Suzanne Flesher Mark Harwood
<b>Youth Representatives</b>	Thomas Harwood Dale Harwood Michael Carruthers



## St Gabriel's Community Centre - Protocols

Issue / Question	Who can help	Contact Details
<i>Repair issues</i> – has something in the centre been broken? Is something not working properly? Any general issues around maintenance of the facility	All repair requests must be reported through to Civic Buildings Helpline. This will ensure the repair is recorded on the repairs system and a reference number will be generated	Civic Buildings Helpline: 0113 2474105
<i>Caretaking or Cleaning</i> – if a caretaker hasn't arrived at the facility, if there isn't any cleaning materials available to use	If a building is not open between 9am – 5pm when it should be, please call one of the South Area Buildings Team. If the facility is not open when it should be after 5pm, please contact LCC Security Services. Do not open the building for another organisation even if you are the key holder.	Sharon Smith: 07891 273350 <a href="mailto:sharon.smith@leeds.gov.uk">sharon.smith@leeds.gov.uk</a> Angie Baker: 07891 272804 <a href="mailto:angie.baker@leeds.gov.uk">angie.baker@leeds.gov.uk</a> LCC Security Services: 0113 2630440  Civic Buildings Helpline: 0113 2474105
<i>Key holding</i> – if keys are lost, stolen or don't work	Keys lost or stolen must be reported immediately to the Civic Buildings Helpline. If users don't have access to the facility when a letting is in place and it is after 5pm, then please contact LCC Security Services	Civic Buildings Helpline: 0113 2474105  LCC Security Services: 0113 2630440
<i>Furniture &amp; Equipment</i> – if there is inadequate furniture or equipment at the facility	Requests for equipment or furniture should be submitted in writing with full details to the South East Area Support Team. All requests will be considered by the Outer South Community Centres Sub Committee. All requests for such items must be agreed by the sub committee.	Moira Burke  <a href="mailto:moira.burke@leeds.gov.uk">moira.burke@leeds.gov.uk</a>  0113 22 43040
<i>Lettings</i> – any questions relating to lettings – charges or application forms	Contact Lettings Unit regarding any queries about lettings applications or a current lettings at the facility	Lettings Unit – 0113 2243845
Review Report for Area Committee – deadlines, questions, content	South East Area Support Team will oversee the review report which will go to the Outer South Area Committee on Monday 31 <sup>st</sup> March 2014.	Moira Burke  <a href="mailto:moira.burke@leeds.gov.uk">moira.burke@leeds.gov.uk</a>  0113 22 43040