

<p style="text-align: center;"><b>Swinnow Community Centre</b> <b>Public Meeting</b> <b>Monday 19th May 2008</b></p>
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**Present:**

Cllr Jarosz (Chair), Cllr Lewis, Margaret Murphy, Jean Varley, Pat Nelthorpe, Carole Gill, Ruth Lofthouse, Bill Burras, Oliver Cotton, Marva Pryce, Alison Chin, Martin Bennet, Robert West, Brain Scott, Patricia Bunn, Cheryl Bartholomew, Wendy Walton, Andy Fox, Alan Pinder, Mr Wright, Clare Wiggins

**Current situation**

- No management committee
- Limited usage - Only current user if The Way of Life Church (previously children's birthday parties)
- Outstanding Repairs – AC approved funding but repairs not taken place yet. Civic Buildings have delayed
- No resource to pay for caretaker

**Outstanding bills**

- British Gas - £53 overdue
- Yorkshire Water – direct debit cancelled
- BT – Carl had advised that this had been paid
- Electricity – this was to be confirmed

**Roles and Responsibilities**

- Marva confirmed that trustees would be legally responsible for the centre and should be at least age 18
- There would be some commitment to give time to the centre
- Chair – pulls the meeting together
- Secretary – gets the minutes and agenda out and is responsible for admin
- Treasurer – ensures financial transactions are kept in order
- Other roles would include opening and closing the centre, being keyholder, backup, overseeing repairs
- Qualifications are commitment, listening, honesty, integrity, team worker, clear decision making and vision, agreeing aims and objectives, seeking funding, working towards a business plan

**Possible future uses**

- Bingo
- Luncheon clubs (residents on the Harleys etc want this)
- Majorettes (Pudsey diamonds) want to use over the summer holidays

**Checklist**

- Met legal obligations
- Income and expenditure forecast
- Training
- DDA regulations
- Constitution

## **Other issues**

- Wendy confirmed that the centre operates as a charity. This means its £200 instead of £2,000 for rates. Any profits have to go back into the organisation
- The constitution needs reviewing – Wendy has a copy
- Community consultation needed to determine uses
- Being on the management committee is not about individual liability, people must act in good faith. Debt does not rest with the individual
- Public liability insurance is in place. It will be due for renewal this summer at approx £500 p/a
- WYCAS can offer free community training but may charge for accountancy services
- Current charges for the centre are £15p/h
- Lease is £1,100 (90% grant aided)
- Carl took over as treasurer on 2<sup>nd</sup> June 07

## **Repairs**

- CW to check lead in times for repairs

## **Options**

1. establish (new) management committee etc
2. close centre and utilise other buildings e.g. schools, churches, pub, (library)
3. building goes to Asset Management to dispose of – firstly to Council use, then out on open market

## **Next steps**

- finances need sorting /account – can this be used to pay off o/s bills?
- If WYCAS can't assist in reasonable time frame, CW to seek LCC accountant advice
- Circulate constitution before next meeting