

Outer South Community Centres Sub Committee: Work Programme

Chair: Cllr Bob Gettings				Appendix 3.1		
Members: Cllr. Judith Elliott(Morley South), Cllr Lisa Mulherin (Ardsley & Robin hood), Cllr David Nagle(Rothwell), Trudie Canavan (Strategy and Commissioning), Jonathan Sharp (Strategy and Commissioning), Carl Sawyer (Facilities Management), Pauline O'Connell(Facilities Management), Malcolm Fisher (Corporate Property Management), Light Addaquay(Area Support Team), Aretha Hanson(Area Support Team)						
Strategic Target	Facilities	Action/Issues	Comment/Progress to date	Action Owner	Contributing Officers	Due Date
To ensure the community centres portfolio is operating effectively	All	Review the usage pattern of community facilities in outer South Leeds.	As and when there is a particular issue at the facility.	Malcolm Fisher	All	
		Look at the list of backlog maintenance for all community facilities and prioritise for any funding which may become available		Malcolm Fisher		
		Members requested for Anne Chambers to intervene to expedite the release of the maintenance log.	An email was sent to Anne on 8th November. List should be received by end of November.	Light Addaquay	Anne Chambers	30/11/12
Maintenance and management issues	Blackburn Hall	Painting of the ladies toilet	Carl Sawyer reports due to budget pressures there is no monies for the re painting of the female toilets but will ensure it is placed on any planned maintenance programme with Malcolm.	Carl Sawyer		
			Jonathan to speak to Trudie to see if there is any spare capacity within the budget	Jonathan Sharp	Trudie Canavan	30/11/12
			Malcolm suggested providing the caretaker with some paint and explore feasibility of caretaker doing the work.	Malcolm Fisher		30/11/12

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		Piano	Consider transferring piano to Morleian Room at Morley Town Hall if no longer being used.	Carl Sawyer	Facilities Management Team	30/11/12
	Churwell Community Centre (Stanhope Hall)	Update on lease/cladding on roof.	Lease still being progressed by legal team.	Trudie Canavan		
	East Ardsley CC	East Ardsley Community Association have signed and returned the Heads of Terms so the lease is now being drafted by Legal.	Lease still being progressed by legal team	Trudie Canavan		
	Morley Town Hall (Morelian, Alexandra Hall, Small Banqueting and Large Banqueting)	Ongoing work to resolve hearing and heating issues was explained. The Council Chamber would receive a 'loop' facility. Meanwhile, it was suggested that the Alexandra Hall should also be fitted out.	Pauline has organised for the loop system within the building (Alexandra Hall, Council Chamber and Large Banqueting Hall) to be checked and a quote to be provided for it to be repaired.	Pauline O'Connell		
		Small Banqueting Room: o Display cabinet needs cleaning and repair – broken glass. Equipment needed to lift cabinet and repair flooring under the cabinet space o Crack in flooring and threshold at entrance door also the loose carpeting taped down across doorway is lifting.	Stephanie Mortimer to liaise with Malcolm Fisher and progress with the issues identified.	Stephanie Mortimer/ Malcolm Fisher		
		Large Banqueting Room: o Look into requesting some painting from Leeds Arts Gallery's storage for display	Stephanie Mortimer to liaise with Malcolm Fisher and progress with the issues identified.	Stephanie Mortimer/ Malcolm Fisher		

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		o Costing for Edwardian light fitting over the piano	Carl Sawyer to provide costing for the light fitting	Carl Sawyer		
		Alexandra Hall: o Smashed window needs repair o Covering on arched windows peeling off, permanent blinds required o Dedicated bar room/area needed o Collapsible staging	Stephanie Mortimer to liaise with Malcolm Fisher and progress with the issues identified. Carl Sawyer to provide costing for the collapsible staging	Stephanie Mortimer/ Malcolm Fisher Carl Sawyer		
		Morleian: o New piano required	Look into transferring piano from Blackburn hall if not in use	Carl Sawyer		30/11/12
		Wells: Provide lighting in the Wells to illuminate the stained glass windows	Malcolm to provide costing	Malcolm Fisher		
	Lewisham Park		No issues at present			
	Rose Lund Centre		No issues at present			
	Tingley Youth & Community Centre	Concerns have been raised regarding lack of information to users groups as to when work was to commence.	Pauline O'Connell has arranged a meeting with all building users and ward cllrs for the 23rd of November 2012. 2-3.30pm. Pauline O'Connell to feedback to South East Area Support Team.	Pauline O'Connell		30/11/12
		Side door left opened by the band, leaves the building insecure	Pauline to look into it	Pauline O'Connell		

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	West Ardsley Community Centre	<ul style="list-style-type: none"> • Although Kaleidoscope were awarded rental support for West Ardsley CC in 2011-12, this is reviewed annually. It is unlikely that rental support will continue for 2012-13 due to the organisation being in a healthier financial position. • 90% rental support awarded for 2012-13 	Report is currently being drafted to look into whether Kaleidoscope still fits the criteria for rental support. If their account shows they have made a profit the original decision of a stepped up rent will apply. Report will be ready for circulation to the sub committee in January 2013.	Trudie Canavan		31/01/13
	Windmill Youth Club	Disabled access within the building and disabled toilets are inadequate - If a wheelchair user gets out of their wheelchair, uses the stair lift up the few stairs, their wheel chair is still at the bottom of the lift.	Malcolm to examine the issues identified and report back to the committee	Malcolm Fisher		31/01/13
		Ascertain ownership of washer-Dryer Machine	Facilities Management to put a sign on machine with a deadline for end of November, if no one comes forward to claim it. It should be recycled. St Jude's, SLATE or St Vincent can be explored.	Pauline O'Connell	Facilities Management Team	30/112012

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Rationalisation of community facilities portfolio	Gildersome Youth Club	<ul style="list-style-type: none"> • To be pursued at future Morley North Ward Member Briefing. – proposal to extend and build a meeting hall to be considered in the future – pending asset management review • Key holding agreed by Youth Service 				
	St Gabriel's Community Centre	CPM to investigate and report on current position regarding repairs at this centre.	Funding approved from Community First Fund, to be used towards decorations			31/11/2012
Pricing and Lettings Policy for South Leeds	All	Implementation of a revised Pricing & Lettings Policy for South Leeds	City Wide Review still under way, meeting scheduled for 19th November 2012. Sub groups set up to oversee a number of strands:			
			1st Group : Rationalisation of existing centres and looking at the 16 sites			
			2nd Group: Partnership and new opportunities - a visit to Huddersfield to look at remote control access to door entry and CATs			
			3rd Group : Value for Money - led by Steve Hulme- use /longevity of community centres			

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Promote the facilities we have on offer to local people, businesses and organisations		Develop marketing and promotional strategy for Outer South Leeds Community Centres	Jonathan distributed the final Morley Town Hall leaflet to members present. Jonathan to forward leaflet to Cllr Mulherin and Cllr Bruce for information	Jonathan Sharp		14/11/12