

**Outer South Community Centres Sub Committee:  
Work Programme**

<b>Chair:</b> Cllr Bob Gettings						
<b>Members:</b> Cllr Judith Elliott(Morley South), Cllr Lisa Mulherin ( Ardsley & Robin hood), Cllr David Nagle( Rothwell), Sarn Warbis (Citizens and Communities), Jonathan Sharp (Citizens and Communities), Carl Sawyer (Facilities Management), Matthew Lister(Facilities Management), Malcolm Fisher (Corporate Property Management), Moira Burke(Area Support Team), Aretha Hanson(Area Support Team)						
<b>Strategic Target</b>	<b>Facilities</b>	<b>Action/Issues</b>	<b>Comments</b>	<b>Action Owner</b>	<b>Contributing Officers</b>	<b>Due Date</b>
<b>To ensure the community centres portfolio is operating effectively</b>	<b>Dighlington Hall</b>	No issues at present				
<b>Maintenance and management issues</b>	<b>Blackburn Hall</b>	Ladies toilets (new flooring) The Lino in the ladies toilet is rather old and could do with being updated - estimate requested - to look at using mice money to pay for lino - to have a discussion to see if Wellbeing funding could be used	take out partitions and wcs etc 1 x plumber half day. 1 x joiner half day £300 - Vinyl approx, cost £4 5m2 say 12m2 max toilets £540 plus covering £150 replace items £300  using Mice Money is not an option  no area panel money available to use	Malcolm Fisher (MF)		5th November 2014
	<b>Churwell Community Centre (former Stanhope Memorial Hall)</b>	Update on lease  to find out whose responsible for the repair and monitoring of the boiler and heating system  to find out who is responsible for the alarm	Lease still being progressed by legal team. Lease is being progressed - ongoing. // Churwell Community Association have had draft lease for a year. They cancelled meeting scheduled on 3rd October days before the meeting. City Development Surveyors to chase up. // A meeting set to take place on the 24th February with Cllr Gettings and City Development to discuss. SW to update at the May meeting. // A meeting took place with Churwell CA on 24/02/14. Still waiting for Churwell CA to sign lease. C&C have agreed to cover future repair costs for boiler and toilets and one-off repair to fire alarm. //  LCC remain responsible for boiler and the toilets  Repairs of heating falls to the lease holders  LCC are not responsible for the alarm, the lease holders would need to organise an external company for repairs and if required the monitoring of the alarm.  CS suggested that Matt and Steph would be there to office support to the lease holders to make sure that everything is in place regarding repairs to the building	Sarn Warbis (SW)		5th November 2014
	<b>East Ardsley CC</b>	No issues at present				
	<b>Morley Town Hall (Morelian, Alexandra Hall, Small Banqueting and Large Banqueting)</b>	Ongoing work to resolve hearing and heating issues was explained.  The Council Chamber would receive a 'loop' facility.  Pauline has organised for the loop system within the building (Alexandra Hall, Council Chamber and Large Banqueting Hall) to be checked and repaired if necessary.  Quote required  New revised quote required  Suggested that a loop system to be fitted in the Alexandra Hall as well	it was organised for the loop system within the building (Alexandra Hall, Council Chamber and Large Banqueting Hall) to be checked and repaired if necessary.  The original quote for the system was £3,000  waiting on second quote MF to come back with a new quote  Loop system to be checked within the Council Chamber to make sure that it still works	Matthew Lister (ML)		5th November 2014

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		Litter around the outside of the Morley Town Hall  an issue was regarding the litter and cigarette ends that are being dropped around the building and at the side steps  what is the clearing schedule for MTH  action plan to be put in place	conversations taken place with the around the schedule of cleaning - the Caretaker to ensure this is progressed  Carl Sawyer to reiterate with his staff that they need to clean around the perimeter of the Town Hall  CS to speak again to the caretaker regarding clearing around the Town Hall of cigarette ends  ML putting together an action plan which will be put in to force and rolled out	Matthew Lister (ML)		
		<b>Large Banqueting Room:</b> Look into requesting some painting from Leeds Arts Gallery's storage for display in MTH speak to Clooney McPearson in the first instance <b>(MB)</b> to get a quote around the transport and if any insurance is required and what the costings would be <b>(MB)</b>	Stephanie Mortimer to progress with the issues identified. If hiring through the Leeds Art Galley they may be a cost incurred around insurance and transport issues  it was suggested that this may not be feasible due to costings  Cllr Gettings still interested in looking in to - new actions	Carl Sawyer (CS)		5th November 2014
		Costing for Edwardian light fitting over the piano  if costly to look in to something more feasible  Hoists/equipment required to move piano	Carl Sawyer to provide costing for the light fitting that is above the piano Gerry Battye - building superintendent to come back with costings. Maybe look in to using Heritage Funding to fund this waiting on outcome  to find something more suitable to go above the piano - to speak with Phil Ward	Carl Sawyer (CS)		5th November 2014
		<b>Alexandra Hall:</b> o Smashed window needs repair o Covering on arched windows peeling off, permanent blinds required o Dedicated bar room/area needed o Collapsible staging	windows are now repaired other repairs are still on going  CS to obtain a list from the Building Superintendent regarding any outstanding work issues.	Carl Sawyer (CS)		5th November 2014
		quotes required  stage measurements required - <b>MB to email Cllr Gettings regarding stage measurements</b>  costings to be done	ongoing - SICO is the company who provided the portable stage at the Civic Hall link to the site is as follows: <a href="http://www.sico-europe.com/mobile_folding_stages.php">http://www.sico-europe.com/mobile_folding_stages.php</a>  Carl Sawyer to provide costing for the collapsible staging  Yearly services charges need to be taken into account.	Carl Sawyer (CS)		5th November 2014
		o Balcony Chairs to be replaced  to identify costs and look at possibility for local businesses -heritage funds to try and raise money for the replacements. quote required for chairs.  Wellbeing Grant for chairs - MB to speak with AH	chairs and fittings have been removed due to being unsafe and damaged  The cost would be c. £70 per chair. Details of how to apply for HLF were supplied to Cllr Gettings on 24/03/14.	Sarn Warbis (SW)		5th November 2014

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		<p><b>Wells:</b> Provide lighting in the Wells to illuminate the stained glass windows</p> <p>quotes required</p> <p>where to obtain funding from : -heritage Lottery Funding -Emmerdale</p>	<p>Costing has been quoted at £600.00. Actual cost circa £10,000.</p> <p>Costing's significantly higher as 1st anticipated reason being that the scope of the work has changed by the numbers of windows going from a couple to 17 and there is the cost of the scaffolding which is £5,000</p> <p>Cllr Gettings pursuing Heritage Lottery funding - need to see where we are regarding the use of HLF ?</p> <p>this is ongoing issue on where to acquire the money from to pay for this.</p> <p>Suggested using money that came in from the hiring of the MTH by Emmerdale, at the moment the funding is not there.</p>	Les Reed (LR) /Malcolm Fisher (MF)		
		<p><b>Replacement of Lights on the stage</b> <b>email from Steve Holt</b></p>	<p>enquiry in to whether CPM would replace the lighting on the stage at Morley Town Hall - email from A McCulloch CPM will not fund the cost of replacing stage lighting lamps, housing lighting yes.</p> <p>Cllr Gettings has suggested that when people hire the hall and using the stage and microphone there should be a charge to assist with replacement</p> <p>CS updating the group on the lighting system : groups who hire the stage are not responsible for the specialist lighting but are for the standard light. to look in to maybe including in the hiring fee</p> <p>There is a maintenance issue regarding the maintenance of the staging lighting that needs to be resolved</p> <p>CS/SW to meet to discuss and look in to where responsibility lies around the <del>maintaining of the stage lighting</del></p>	Matthew Lister (ML)		7th May 2014
	<b>Lewisham Park</b>	No issues at present				
	<b>Tingley Youth and Community Centre</b>	No issues at present				
	<b>West Ardsley Community Centre</b>	No issues at present				
	<b>Windmill Youth Club</b>	No issues at present				
	<b>Gildersome Youth Club</b>	No issues at present				
	<b>St Gabriel's Community Centre</b>	No issues at present				
<b>Rationalisation of community facilities portfolio</b>	<b>All</b>	Implementation of a revised Pricing & Lettings Policy for South Leeds, this has not progressed due to the city wide review taking prominence. The three sub groups mentioned have been working on various aspects of the review. <p><b>Subgroup set up to oversee a number of strands</b></p>	<p>City Wide Review still under way, meeting scheduled for 19th November 2012.</p> <p>Discussion at scrutiny - waiting on outcome of review. // Discussions about a new pricing &amp; lettings policy have taken place. The new prices are going to be tested at three centres: Cross Green CC; Ebor Gardens CC; Watsonia Pavilion.</p>	Sarn Warbis (SW)		review on hold
		<b>1st Group:</b> Rationalisation of existing centres and looking at the 16 sites	discussion at scrutiny - waiting on outcome of review	Sarn Warbis (SW)		review on hold

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		<b>2nd Group:</b> Partnership and new opportunities - a visit to Huddersfield to look at remote control access to door entry and CATs	discussion at scrutiny - waiting on outcome of review	Sarn Warbis (SW)		review on hold
		<b>3rd Group:</b> Value for Money - led by Steve Hulme- use /longevity of community centres	discussion at scrutiny - waiting on outcome of review	Sarn Warbis (SW)		review on hold
<b>Promote the facilities we have on offer to local people, businesses and organisations</b>		Develop marketing and promotional strategy for Outer South Leeds Community Centres  Cllr Gettings suggests may have good ideas on how to take this forward.  Cllr Varley asks SW/JS to find out the proportion of weddings taking place at MTH	Development is on going - to be looked in to as part of the review - to set up links on google and google maps to connect to Community Centres - to look at setting up blogs. // St Gregorys Y&A Centre has been used as a pilot and a page has been set-up on Google plus. // Details about the C&C community portfolio has also been placed on the Leeds Data Mill: <a href="http://www.leedsdatamill.org/dataset/community-centres">http://www.leedsdatamill.org/dataset/community-centres</a> //			ongoing