

**Minutes of the Community Centre Management Committee  
(a Sub committee of Carbrooke Parish Council)  
held online on 12<sup>th</sup> May 2021**

**Present:** P Sampher (Chair) S Cockman, G Long, J Rees, D Walton, P Warwick. In attendance: N Hartley (parish clerk)

**1. Election of Chairman**

It was **RESOLVED** to appoint Phil Sampher as Chairman.

**2. Election of Vice Chairman**

It was **RESOLVED** to appoint Pat Warwick as Vice Chair.

**3. Appointment of Dave Walton**

It was **RESOLVED** to appoint Dave Walton to the sub committee.

**4. Public Participation**

There were no members of the public present.

**5. Apologies**

Apologies were received from Veronica Colley, Helen Crane and Mike Wormald.

**6. Minutes**

It was **RESOLVED** to approve the minutes of the meeting held on 14 April 2021 as a true and accurate record.

**7. Matters Arising**

None.

**8. Grants**

The clerk confirmed that he had submitted a match funding grant application to Norfolk Community Foundation. The application is for £5,000 for a hearing loop system, projection and audio system.

## **9. Fitting Out the Kitchen**

Julia Rees confirmed that she had obtained prices in respect of fitting out the kitchen. She had obtained prices for the kitchen from Tesco and Adcocks. Additional prices will be sought from Ikea. It was noted the fridge in the Community Cabin can be used in the new building. There is a hot water boiler in the Cabin and a thermos, which can also be used.

## **10. Fitting out the Main Hall**

Phil Sampher had obtained costs for 55 chairs, seven full sized tables, seven smaller/gaming tables and a small trolley. Approximate cost £3,000.

## **11. Fitting out the Toilets**

Phil Sampher had obtained costs from Initial.

## **12. Fitting Out the Office/Meeting Room**

The Honours boards will be in the office/meeting room. Georgia Long will provide costs for a desk and a filing cabinet, as well as stationery (Norwich Office Supplies).

## **13. Hearing loop system, projector and audio system**

The meeting received three quotes. It was **RESOLVED** to appoint AED.

## **14. Security**

The on site electrician will be asked to submit a quote for CCTV and an alarm system. Surelock Security had provided a quote. The clerk will check with the Council's insurers what is necessary in terms of the insurance policy.

## **15. Fire Regulations**

Ashill Fire Protection Products will provide a quote for fire equipment and information about fire regulations when the building is nearing completion.

## **16. Mission Statement**

It was **RESOLVED** to approve the draft Mission Statement.

## **17. Promotion**

Georgia Long to post online re the venue asking for expressions of interest in hiring it.

## **18. Website**

The clerk will obtain quotes from Todd Pitcher, Red Logic and a third provider.

## **19. Pricing**

Shaun Cockman will provide comparable prices of other halls.

## **20. Internet Connection**

Dave Walton will provide information re installation of an internet connection. There will be a phone line into the building, but it will need to be connected.

## **21. Items for inclusion in next Agenda**

Agreement to purchase tables and chairs.

Agreement re pricing structure.

Agreement re fitting out the kitchen.

Agreement re an internet provider.

## **22. Next Meeting**

The next meeting will be on 9 June at 7pm.

There being no further business the meeting was closed at 8.30pm.