

## **SOUTH SWINDON PARISH COUNCIL**

**Broadgreen Working Party**

**Finance & Staffing Committee – 26 November 2019**

### **Introduction**

1. The Broadgreen Working Party held a meeting on 31<sup>st</sup> October 2019. Agenda as follows –
  1. Community Centre Assistant
  2. Food Festival 2020
  3. Waste & Recycling
  4. Car Park Barrier
  5. AOB

### **Report Details**

2. It had previously been resolved by Finance & Staffing to employ a Community Centre Assistant and the Job Description for this role was tabled.

Various amendments to the Job Description were agreed and the final Job Description will be emailed to the working party for approval and recommended for adoption by the Finance & Staffing Committee in December.

The anticipated start date for this role would be in January 2020.

- 2.1 The proposed date for the Food Festival 2020 was discussed.

The date has been set as Sunday 14<sup>th</sup> June 2020 and was not foreseen to clash with any major sporting events or other local events.

- 2.3 Waste & Recycling from Community Centre bookings continues to be an issue, especially from parties in the main hall.

Although the hire fee had been increased for these party bookings which helped cover the increased cost of waste disposal, it did not address the issue of promoting recycling wherever possible.

The Community Centre Manager made a proposal for new bins which easily identified that waste should be separated. This would be funded from the New Equipment & Small Tools budget line.

- 2.4 Abuse of the Community Centre Car Park continues to be an issue and resulted in complaints by users of the Centre.

Staff did not feel safe when locking up as they had to drive into the street, leave their vehicle and lock up the gate in the dark.

It was proposed that quotes were sought for a barrier entry system to be implemented including keyed access for staff and intercom access separately for Parish Council visitors and Community Centre users.

The anticipated cost is £7-8k. There is no revenue budget to cover this, so it is recommended to be funded from the Buildings reserve which currently holds £560,179

- 2.4 There was no other business.

**3. Recommendations**

- 3.1** That the Job Description for the Community Centre Manager as tabled be approved.
- 3.2** That the date for the 2020 Food Festival be formally set as Sunday 14<sup>th</sup> June 2020.
- 3.3** That the installation of a barrier to Broadgreen Community Centre Car Park be approved in principle subject to satisfactory quotes being received and be funded from the Buildings EMR.