

Public Document Pack

Date of meeting **Wednesday, 17th February, 2016**
Time **2.30 pm**
Venue **Committee Room 2, Civic Offices, Merial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG**
Contact **Geoff Durham (74)2222**

Cabinet Panel for Community Centres

AGENDA

PART 1 – OPEN AGENDA

- 1** **Apologies**
- 2** **Declarations of Interest**
- 3** **MINUTES OF PREVIOUS MEETING** **(Pages 3 - 6)**
To agree as a correct record, the Minutes of the meeting held on 1 October, 2015.
- 4** **General update**
- 5** **PETITION - HOLLY ROAD COMMUNITY CENTRE**
To discuss a petition received on the above.
- 6** **Insurance** **(Pages 7 - 14)**
- 7** **Any other business**

Members: Councillors Hambleton, Heesom, Loades, Shenton, Turner and Walklate

PLEASE NOTE: The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

FIELD_TITLE

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

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CABINET PANEL FOR COMMUNITY CENTRES

Thursday, 1st October, 2015

Present:- Councillor Elizabeth Shenton – in the Chair

Councillors Turner

Apologies Apologies

1. **APOLOGIES**

Apologies were received from Councillors' Loades and Reddish.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated.

3. **LEASES UPDATE**

A discussion took place regarding the review ending. However, it was felt that there was still a need for the Cabinet Panel in order to ensure that the governance and repairs were maintained.

Members received data sheets on a number of Community Centres within the Borough. Each building was discussed separately:

Audley

This Community Centre was used for a wide range of activities. The Centre operated a charity as well as a management committee.

The Community Centre had plans to increase the size of the building for a nursery and also to have a first floor constructed. However, this was not pursued as the building is in the Green Belt and there is an existing children's nursery nearby.

Audley Community Centre are looking to take on a lease and have adopted the new handbook.

Bradwell Lodge

This Community Centre had a full programme of events is a well used centre. Members felt that this information was required regarding the reserves.

The Management Committee had raised concerns in respect of repairs to the building. They were happy to do any internal works but not the external ones as it was a listed building.

Butt Lane

This was still a fairly new management committee.

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Members pointed out that their accounts had not been seen for eighteen months and needed to be chased up.

Clayton

This Community Centre was used for a wide range of activities. The building did have a bar but it was never used with no alcohol on the premises.

They were currently exploring a lease arrangement.

Harriet Higgins

The St George's Scout Group had taken out a lease on the building. The building had recently won a Signal Radio Community SOS Award to refurbish the building both internally and externally. In addition to gaining the award, the building was also gaining publicity through it.

The project had been launched two weeks ago and local businesses were being recruited to commence work from 19 October, which was expected to last for three weeks.

Community use of the centre will still be available.

Marsh Hall

This Centre had an active Committee and it held a lot of activities. Each weekday morning it was used as a Play Group.

A compromise was required to make the hall look more like a multifunctional room.

Ramsey Road

St John's Ambulance are currently taking on a lease, which will still allow community use of the centre.

Red Street

This Centre holds a wide range of activities and is a well used building.

A full refurbishment had recently been carried out and the Committee are discussing taking on a lease.

Silverdale Community Centre

This Centre also had a full programme of activities and was a well used building. However, the Management Committee have no current desire to enter into a lease agreement.

Members were advised that parts of the building did have structural issues and that the repairs were due in 2019.

Whitfield

The Management Committee had no desire to enter into a lease agreement.

Members were advised that a grassed area, which was going to be converted to a car park had now got a memorial garden on it.

The Handbook had been adopted.

Wye Road

The Management Committee had a business plan but had no desire to currently enter into a Lease Agreement at this stage. They had done a lot of work refurbishing the inside.

The building may need roof repairs in 2017.

Silverdale Social Centre

The Handbook had not been adopted as there was no active Management Committee in place and there was no desire to enter into a lease agreement. This building had two main users – a boxing club and table tennis club.

Knutton

This building was split into two parts. It had a Community Centre on the right which held several activities and was well used and on the left was a permanent out of school club.

The Handbook had been adopted but there was no desire to enter into a lease agreement at this stage.

Holly Road

The informal Management Committee has expressed an interest to withdraw from the Community Centre at the end of 2015. The building is not well used.

Chesterton

The Handbook had been adopted and the Management Committee had expressed an interest for a lease. The first floor had a permanent use as a pre school nursery and downstairs held a lot of other activities.

4. DATE OF NEXT MEETING

A report would need to go to the Cabinet in the new year, therefore officers would liaise with the Chair in respect of the most appropriate time for the next meeting of this Panel.

COUNCILLOR ELIZABETH SHENTON

Classification: NULBC **UNCLASSIFIED**

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Chair

Briefing Note to Cabinet Panel for Community Centres

Agenda Item 6 – Insurance - re Newcastle Community Associations Block Policy Scheme (Community Centres)

- Newcastle Borough Council currently acts as administrator for the community centre insurance, which provides cover for the management committee in respect of employer liability (including volunteers), public liability money and employee dishonesty.
- The current insurers have written to the council saying that they do not feel the current arrangement meets the required criteria and may not provide insurance cover from 10th March 2016.
- Each year a “return form” is required (copy attached) to be completed by the management committees to send back to the insurers, and this has been sent to all management committees however very few if any have been returned – this is why the issue has arisen.
- These forms have now been sent again to each management committee for completion and return to the Business Improvement Officer (Risk and Insurance) by 19 February 2016.
- Information required on the form is not complex and consists of:
 1. List of activities of the organisation
 2. General details such as number of manual workers, clerical workers, director or committee members, numbers of volunteers for each post and any pay they receive, if any
 3. Annual turnover
 4. Risk assessments for activities where applicable or supporting measures taken
 5. Hirers liability required – provide income details from hire of the hall
- If the forms are not returned, any claims from 10th March 2016 onward would be the responsibility of the management committees to deal with
- To reduce the risks of any claims being made, it would be advisable for the centres to remain closed for any bookings until insurance is sought and provided.

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Community & Social Organisations Block Policy Renewal Form

This form has been specifically prepared for

Newcastle Community Associations (Block Scheme)

for the renewal of insurance covers for the period

10/03/2016 – 09/03/2017

Please Return This Form To	Annette Vacquier	By The Agreed Date Or By	19 February
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Name of Group	
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Activities of the Organisation

Please provide full details of your organisation's activities. This should include specific details such as the types of groups or individuals with whom you are working; whether your activities are carried out locally, regionally or nationally; whether you conduct any activities abroad; whether your activities involve contact with children and to what degree, etc

PUBLIC AND PRODUCTS LIABILITY

Required Limit of Indemnity?	£5,000,000
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If you manufacture or sell any products please provide details of what these are below, and whether you have any customers overseas

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EMPLOYERS LIABILITY

Do you require this cover?	YES/ NO
Are you PAYE exempt?	YES/ NO *
* If No, please provide your PAYE / ERN reference	____/____

EMPLOYEE DISHONESTY

Limit Of Indemnity	£2,000
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FURTHER INFORMATION

Please use this space to tell us any other information.

Please include any information which you think may be relevant. Examples of things underwriters would find useful would be risk management initiatives undertaken within the past 12 months and the effects they have had, forthcoming changes within the organisation (i.e. mergers, reorganisations, etc).

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