

MINUTES OF A VIRTUAL MEETING OF COMMUNITY CENTRE WORKING PARTY

Wednesday 27th July 2022 at 6 pm

PRESENT: Cllr C Williams in the chair
Cllrs A Mackie, R. Moon, M Ridger, D Sargison
Mr F Lemont, Mrs T Kooger, Mr J Thompson
Mrs N Reay (PWTC Town Clerk)

1. Minutes of the meeting held on 29th June 2022 were APPROVED.

2. **UPDATE**

- a) The most recent site photos have been circulated. The group also considered whether another newsletter to update residents was needed. S Smithson would be asked to format a newsletter. (CW)
- b) The Town Council agreed at its meeting on the 18th July 2022 that the management company should be formed with the 3 board members and Clerk as caretaker directors for 6 months.

3. **FIT OUT**

Members considered the internal fit out of the building and what items are required.

For example

- Hall seating – the group discussed suitable seating; it was agreed that they need to be wipe clean. The clerk would speak to Southborough TC and see if an example of the chairs in their new centre could be borrowed.
- Tables – a discussion was had as to the style of tables round/oblong/square?
- Demountable stage
- Meeting room tables and chairs – a barrel shaped table was the most useful design along with 8 chairs
- Kitchen utensils – how many sets?
- Storage lockers/racks for the storage rooms
- Café furniture – should the tables be round or square
- Large screen needed for film shows – although it was discussed as to whether the wall above the stage area would be suitable
- Overhead projectors would also need to be installed

The points were also raised:

Concern about the lack of air conditioning

Decent signage was required

Cleaning equipment would need to be provided

A money handling method for the café would also need to be considered

It was agreed that for the next meeting Southborough Civic Centre would be approached to see if the group could visit. NR to arrange.

Once members had visited, they felt they would be in a better position to make decisions.

5. The group was also of the opinion that no further consultation on the centre name was required.
Three options should be put forward for final agreement:
Jubilee Centre
Paddock Wood Community Centre
Paddock Wood Memorial Community Centre

6. **DATE OF NEXT MEETING**
31st August at Southborough Civic Centre