### AGENDA ITEM C72

## **COMMUNITY CENTRE**

a) Attached is a list of names put forward from residents as possible names for the new community centre. Any additional names submitted by the close of business on Friday 14<sup>th</sup> October will be forwarded to members in time for the meeting.

Mr Sam Smithson from the CC Working Party will be attending the meeting and will discuss with members what to consider when choosing a name.

Once members have had a chance to discuss this, they will be asked to produce a short list which will be put to the public vote.

Voting will be via the town council website, a page will be set up with a drop-down box, which will allow residents to tick which is their preferred name. Email addresses will need to be provided to ensure people only vote once.

For those without access to the internet there will be a box in the Town Council Office. Forms with the same information as that on the website will be available for completion.

Members need to consider the following:

- 1. Permission must be sought from Cabinet Office to use the name of a member of the Royal Family. Details will need to be given as to why the Council wishes to use the name, the history of the organisation and any future plans.
- 2. Permission does not need to be obtained to use Jubilee or Platinum Jubilee, providing the project is started or finished in this year.
- 3. When using a person's name, it is more difficult to find guidance. However, TWBC does have guidance on street naming. The Community Centre had to be registered with the Post Office via TWBC in order to obtain a post code. TWBC policy advises that, use of a deceased name is only acceptable in the following circumstances:
  - They should have lived in the town/parish in question
  - They must have served the community i.e. charity work or serving in a civic function
  - The applicant must gain written consent from the deceased family
  - They must only reference the deceased surname

DECISION: Members are asked to agree a short list (4 or 5) of names which will be put to a public vote.

- b) PROJECT UPDATE
- Minerva are drawing up the lease and sublease for the centre. This will allow the centre to be handed over to the Management Company, who will then be able to appoint the anchor tenant.
- ii) The Working Party members are working on the fit out list.
- iii) The Facilities Management Contract will be placed shortly. A variation to the existing contractor's contract will be made to allow for this.
- iv) The next site meeting will take place on 21st October. If any member would like to attend then please let the Clerk know.



c) The Centre will need a Facilities/Business manager to run & market it. This person will eventually be employed by the management company. However, Initially the company does not have the funds or the HR structure to employ someone.

A specimen job description will be forwarded

The council's legal advisors have informed the management company that the Town Council could employ the manager in the first instance and donate their services to the centre. Once the centre is established then the manager would be transferred to the management company.

The Town Council had previously allocated funding for an additional groundsman for the year 2022/23. Following a review of the existing staff the new Estates Manager has put forward a job description for the member of staff he feels would complement the existing skills. This has been accepted by the Estates Committee and it is hoped to appoint someone for the 1st January 2023.

Once the salary for the new member of Estates staff has been considered the remaining funds would be sufficient appoint the Facilities Manager.

The Council is asked to give authority to the Personnel Committee, in consultation with the directors of the management company, to appoint a part time Facilities Manager. This to be funded using existing staffing budgets.

Subject to the Council's agreement the appointment would be made a soon as possible.

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## Names proposed for the new Community Centre as at 11th October 2022 (9am)

(names are shown only once but may have been submitted several times)

Community McCommunity Face

**HOPPERS HUB** 

**Insulators Pavilion** 

Jubilee Centre

Memorial Community Centre

Memorial Field Community Centre

Memorial Ground Centre

memorial ground community centre

Memorial Hall

Memorial hub

My Home n My Room

Paddock Wood Community Centre

Paddock Wood Memorial Community Centre

Paddock Wood Memorial Hall

pearroc center

PW Brightness Centre

The conifers

The hopbine

THE PADDOCK (name for the CC)

The Pavillion

The Scots Pine Community Centre

The wimshurst building

Woodonians

WOODS NURSERY (name for the preschool)

Charlie

Charlie's

Charlies community centre

Charlie's Place

Charlie Willard

Charlie Willard Centre

Charlie Willard Community Centre

The Elizabeth Thomas

Elizabeth Thomas Community centre

John Brunt Community Centre

**Mockett Community Centre** 

Paul Evernden

Siegfreid Sassoon Centre

The Walter Arnold community centre

Queen Elizabeth II centre

King Charles 111

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## Paddock Wood Town Council RECEIPTS LIST

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# Paddock Wood Town Council PAYMENTS LIST

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Rates/Utility Fees         28/09/2022         Current/Business Ress         DD         Water rates - Cemetery         Castle Water         S         7.1         7.3           St Andrews Hall         28/09/2022         Current/Business Ress         DD         Water rates - St Andrews         Castle Water         S         37.07         7.41         4           St Andrews Hall         28/09/2022         Current/Business Ress         DD         Water rates - St Andrews         Castle Water         S         9.00         1.80           Elm Tree Pitches & Pavilion         28/09/2022         Current/Business Ress         DD         Water Rates - Ringden Allotme         Castle Water         S         67.95         13.59         4           Water Rates         28/09/2022         Current/Business Ress         DD         Water Rates - Memorial         Castle Water         S         15.52         3.10           Water Rates         28/09/2022         Current/Business Ress         DD         Water Rates - Kent Close         Castle Water         S         17.50         3.50           Water Rates         28/09/2022         Current/Business Ress         DD         Water rates - Badseil Allotmen         Castle Water         S         4.17         0.83	28/09/2022		Pension ~ fees	Aviva Life	, ,	13.23	000	л t З t
St Andrews Hall         28/09/2022         Current/Business Res         DD         Water rates - St Andrews         Castle Water         Castle Water         St Andrews         Castle Water           Elm Tree Pitches & Pavilion         28/09/2022         Current/Business Res         DD         Water rates - Elm Tree         Castle Water         S         67.95         13.59         13.59           Water Rates         28/09/2022         Current/Business Res         DD         Water Rates - Ringden Allotme         Castle Water         S         15.52         3.10           Water Rates         28/09/2022         Current/Business Res         DD         Water Rates - Memorial         Castle Water         S         17.50         3.50           Water Rates         28/09/2022         Current/Business Res         DD         Water Rates - Kent Close         Castle Water         S         17.50         3.50           Water Rates         28/09/2022         Current/Business Res         DD         Water rates - Badsell Allotmen         Castle Water         S         4.17         0.83	28/09/2022	•••	Water rates - Cemetery	Castle Water	n v	37.07	7.41	44 48
Elm Tree Pitches & Pavilion 28/09/2022 Current/Business Resk DD Water rates - Elm Tree Castle Water S 28/09/2022 Current/Business Resk DD Water Rates - Ringden Allotme Castle Water S 28/09/2022 Current/Business Resk DD Water rates - Memorial Pitches and Pavilion 28/09/2022 Current/Business Resk DD Water Rates - Kent Close Castle Water S 28/09/2022 Current/Business Resk DD Water rates - Badsell Allotmen Castle Water S 4.17 0.83	28/09/2022		Water rates - St Andrews	Castle Water	ט ני	37.0	1 80	10.80
Water Rates     28/09/2022     Current/Business Resk     DD     Water Rates - Ringden Allotmk     Castle Water     Value       Memorial Pitches and Pavilio:     28/09/2022     Current/Business Resk     DD     Water rates - Memorial     Castle Water     S     15.52     3.10       Water Rates     28/09/2022     Current/Business Resk     DD     Water Rates - Kent Close     Castle Water     S     17.50     3.50       Water Rates     28/09/2022     Current/Business Resk     DD     Water rates - Badsell Allotmen     Castle Water     S     4.17     0.83	28/09/2022		Water rates - Elm Tree		י ני	30.23	13 F. 60	81 54
Memorial Pitches and Pavilloi     28/09/2022     Current/Business Resk     DD     Water rates - Memorial     Castle water     S     17-50     3.50       Water Rates     28/09/2022     Current/Business Resk     DD     Water Rates - Badsell Allotmen     Castle Water     S     4.17     0.83       Water Rates     28/09/2022     Current/Business Resk     DD     Water rates - Badsell Allotmen     Castle Water     S     4.17     0.83	28/09/2022		Water Rates - Ringden Allotme		n 0	15.53	310	18 87
Water Rates     28/09/2022     Current/Business Resk     DD     Water Rates - Kent Close     Castle Water     S     4.17     0.83       Water Rates     28/09/2022     Current/Business Resk     DD     Water rates - Badsell Allotmen     Castle Water     S     4.17     0.83			Water rates - Memorial	Castle Water	, v	12.52	2 C	21.00
Water Rates 28/09/2022 Current/Business Rest DD Water rates - Badsell Allotmen Castle Water \$ 4.1/ 0.65			Water Rates - Kent Close	Castle Water	ı v	, 13 , 13	) i	л 00 7 14 00
	28/09/2022				U	7.4.	ç	

# Paddock Wood Town Council PAYMENTS LIST

18.00		18.00	m	Unity bank	Bank charges		vvages imprest		20/02/2022	
54,40		54.40	m	Unity bank	palik charges	5 5			ccoc/an/or	
76.08	3.62	72.46	Γ-		creations supplies - roumore	מארא			30/09/2022	
19.26	0.91	18.35	٠.		Electricity cuppings of successful	3			30/09/2022	646 Podmore Building
86.52	4.12	82.40	- [-	7 T	Flectricity Symplies - Memorial	DD			30/09/2022	645 Memorial Pitches and Pavilion
167.10	CF./	93.40	- 1	SATI I	Electricity Supplies - Fim Tree	DD	Current/Business Rese		30/09/2022	644 Elm Tree Pitches & Pavilion
1671	7.05	150 15	-	SSE	Electricity Supplies - Memorial	DB	Current/Business Rese		30/09/2022	643 Workshop
40.72	1.93	38.79	Г	SSE	Electricity Supplies - Day Centi	D	Current/Business Rese		30/09/2022	
28.00		28.00	m	Unity bank	Bank charges	CHAPS	Liquidity Account		20/09/2022	
382,855.13	63,809.19	319,045.94	s	Baxall	Professional fees	CHAPS	Liquidity Account		20/09/2022	
55.00	9.17	45.83	w	PWTC Wages Imprest Acc	fuel	BACS	Wages Imprest		28/09/2022	
90.88		88.06	m	PWTC Wages Imprest Acc	Wages - Memorial	BACS			28/09/2022	
98.97		98.97	m	PWTC Wages Imprest Acc	Wages - FHW	BACS			28/09/2022	
98.97		98.97	т	PWTC Wages Imprest Acc	Wages - St Andrews	BACS			28/09/2022	
630,00		630.00	m	PWTC Wages Imprest Acc	Wages - Cemetery	BACS	.,		28/09/2022	
52.60		52.60	m	PWTC Wages Imprest Acc	Tax NI - Day Centre	BACS			28/09/2022	
210.87		210.87	m	PWTC Wages Imprest Acc	Wages - Day centre	BACS	Wages Imprest		28/09/2022	
361,88		361.88	ш	PWTC Wages Imprest Acc	Wages - Watering	BACS	wages imprest		7207/60/92	
607.01		607.01	m	PWTC Wages Imprest Acc	Pension - Estates	BACS	wages Imprest		22/20/2022	
2,224.67		2,224.67	m	PWTC Wages Imprest Acc	Tax NI - Estates	BACS	wages Imprest		2202/00/95	
4,612.63		4,612,63	m	PWTC Wages Imprest Acc	Wages - Estates	BALS	wages imprest		29/00/2022	
50.00		50.00	m	PWIL wages Imprest Acc	wayes - Nr		Maga Impust		28/09/2022	
635,08		635.08		FWIC Wages Imprest Acc	Wages No	RACS	Wages Imprest		28/09/2022	628 Salary
2,013.63		535 65		PMTC Mages Improce Acc	Pension - Office	BACS	Wages Imprest		28/09/2022	627 Salaries
0,000,		7 013 63	T)	PWTC Wages Imprest Acc	Tax NI - Office	BACS	Wages Imprest		28/09/2022	626 Salaries
E 003 71		5.093.71	m	PWTC Wages Imprest Acc	Wages - Office	BACS	Wages Imprest		28/09/2022	
94.76	15.71	78.55	/ice s	Veolia Environmental Service	Refuse Collection	B	Current/Business Rese		7207/60/87	
15.26	2.54	12.72	vice s	Veolia Environmental Service	Refuse Collection	DO	Current/Business Rese		7207/60/02	
94.26	15.71	78.55	/ice S	Veolia Environmental Service	Refuse Collection	DD	Current/Business Rest		7207/60/62	
5.00	0.83	4.17	w	Castle Water	Water rates - Green Lane	: E	Current/Business Rese			
5.00	0.83	4.17	s	Castle Water	Water rates - Green Lane	<u> </u>	Current/business Rese			
5.00	0.83	4.17	s	Castle Water	Water rates - Podmore	DD	Current/Business Rese			620 Green Lane Davilion and oitel
Total	VAT	Net	VAT Type	Supplier V	Description	Cliedae Mo	L GIIX	1		
				:			Bank	Ministe	Date	Voucher Code