

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 14th 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

i) 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 as soon as possible.

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

Paddock Wood Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
163	16/09/2022		Current/Business Rese	BACS	s 106 funds	TWBC	E	361,435.46		361,435.46
164	14/09/2022		Current/Business Rese	BACS	Opening Fee	Henry Paul	E	237.00		237.00
165	14/09/2022		Current/Business Rese	BACS	Opening Fee	Henry Paul	E	53.60		53.60
166	14/09/2022		Current/Business Rese	BACS	Memorial plaque	David Henshaw	E	165.22		165.22
167	14/09/2022		Current/Business Rese	BACS	Opening Fee	David Henshaw	E	237.00		237.00
168	20/09/2022		Current/Business Rese	BACS	Hire of Pitches	Wood Lane	S	123.54	24.70	148.24
169	01/09/2022		Hampshire Trust Ban	BACS	Interest	Hampshire Trust Bank	E	823.38		823.38
170	05/09/2022		Current/Business Rese	BACS	Allocation Rents	Allocation	E	10.00		10.00
171	06/09/2022		Current/Business Rese	BACS	Allocation Rents	Allocments	E	14.50		14.50
172	13/09/2022		Current/Business Rese	BACS	Insurance Claim	Zurch Municipal	Z	2,484.00		2,484.00
173	28/09/2022		Current/Business Rese	BACS	Hire of Day Centre	Church of god ww Associatio	E	86.85		86.85
174	28/09/2022		Current/Business Rese	BACS	Hire of Day Centre	Church of god ww Associatio	E	57.90		57.90
175	22/09/2022		Current/Business Rese	265	Electricity Supplies - Street Lig	Eon	E	44.81		44.81
176	22/09/2022		Current/Business Rese	265	Phone line	British Telecommunications L	S	28.08	5.62	33.70
177	22/09/2022		Current/Business Rese	265	Grant of Right (Earthern)	(Sears)	E	573.75		573.75
178	22/09/2022		Current/Business Rese	265	Opening Fee	(Sears)	E	237.00		237.00
179	29/09/2022		Current/Business Rese	BACS	Hire of St Andrews Hall	Scalliwags Nursery School	S	890.19	178.03	1,068.22
180	30/09/2022		Current/Business Rese	BACS	Precept	TWBC	E	250,488.50		250,488.50
181	26/09/2022		Current/Business Rese	BACS	Memorial Plaque Rights	M Gurney	E	479.72		479.72
182	26/09/2022		Current/Business Rese	BACS	Memorial plaque	T & S Hobbs	E	135.32		135.32
183	26/09/2022		Current/Business Rese	BACS	Headstone Inscription	S Passfield	E	53.60		53.60
184	14/09/2022		Current/Business Rese	BACS	Grant of Right (Ashes Plot)	David Henshaw	E	500.00		500.00
185	30/09/2022		Wages Imprest	BACS	Error	Unity bank	E			
186	30/09/2022		Liquidity Account	BACS	Interest	Unity bank	E	779.33		779.33
Total								619,938.75	208.35	620,147.10

Paddock Wood Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
583	09/09/2022		Current/Business Rese	Credit Card	Microphone	Amazon N Reay	S	33.32	6.67	39.99
584	09/09/2022		Current/Business Rese	Credit Card	Microphone Stand	Amazon N Reay	S	6.66	1.33	7.99
585	09/09/2022		Current/Business Rese	Credit Card	PPE - Safety Boots	Screwfix	E	49.99		49.99
586	09/09/2022		Current/Business Rese	Credit Card	zoom subscription	zoom	S	9.99	2.00	11.99
587	09/09/2022		Current/Business Rese	Credit Card	Van rental	Ton Hire	S	325.00	65.00	390.00
588	09/09/2022		Current/Business Rese	Credit Card	Bank Charges	Lloyds Bank	E	3.00		3.00
589	09/09/2022		Current/Business Rese	Credit Card	Safety Signs	Amazon N Reay	S	4.23	0.85	5.08
590	20/09/2022		Current/Business Rese	Petty Cash - 300390	fuel	Paddock Wood Garage	S	33.34	6.67	40.01
591	20/09/2022		Current/Business Rese	Petty Cash - 300390	plants	British Garden Centres	S	12.49	2.50	14.99
592	20/09/2022		Current/Business Rese	Petty Cash - 300390	Jubilee Miscellaneous	Card Factory	S	3.45	0.69	4.14
593	20/09/2022		Current/Business Rese	Petty Cash - 300390	Contact Magazine	St Andrews church	E	5.00		5.00
594	20/09/2022		Current/Business Rese	Petty Cash - 300390	Mobile phone top ups	Tesco (PC)	E	10.00		10.00
595	20/09/2022		Current/Business Rese	Petty Cash - 300390	Batteries	Tesco (PC)	S	1.67	0.33	2.00
596	20/09/2022		Current/Business Rese	Petty Cash - 300390	Refreshments	Tesco (PC)	E	1.50		1.50
597	20/09/2022		Current/Business Rese	Petty Cash - 300390	Refreshments	Waitrose (PC)	S	2.79	0.56	3.35
598	20/09/2022		Current/Business Rese	Petty Cash - 300390	Refreshments	Waitrose (PC)	E	2.08	0.42	2.50
599	20/09/2022		Current/Business Rese	Petty Cash - 300390	Refreshments	Waitrose (PC)	E	0.80		0.80
600	20/09/2022		Current/Business Rese	Petty Cash - 300390	Refreshments	Waitrose (PC)	E	0.85		0.85
601	20/09/2022		Current/Business Rese	Petty Cash - 300390	flowers	Waitrose (PC)	S	4.17	0.83	5.00
602	20/09/2022		Current/Business Rese	Petty Cash - 300390	Ribbon	Waitrose (PC)	S	0.62	0.13	0.75
603	20/09/2022		Current/Business Rese	Petty Cash - 300390	Legal Costs	Bartsleys	E	5.00		5.00
604	16/09/2022		Current/Business Rese	DD	Payroll ~Services	Berry & Lamberts	S	36.50	7.30	43.80
605	22/09/2022		Current/Business Rese	DD	Mobile phone - Estates	Sage Payroll	S	22.26	4.45	26.71
606	22/09/2022		Current/Business Rese	DD	Mobile phone - Office	O2	S	21.86	4.37	26.23
607	23/09/2022		Current/Business Rese	DD	Phone line	British Telecommunications L	S	90.16	18.03	108.19
608	27/09/2022		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	24.00	4.80	28.80
609	28/09/2022		Current/Business Rese	DD	HR Services	Cloner	S	175.06	33.04	208.10
610	28/09/2022		Current/Business Rese	DD	Pension - fees	Aviva Life	Z	15.25		15.25
611	28/09/2022		Current/Business Rese	DD	Pension - fees	Aviva Life	Z	15.25		15.25
612	28/09/2022		Current/Business Rese	DD	Water rates - Cemetery	Castle Water	S	4.17	0.83	5.00
613	28/09/2022		Current/Business Rese	DD	Water rates - St Andrews	Castle Water	S	37.07	7.41	44.48
614	28/09/2022		Current/Business Rese	DD	Water rates - Elm Tree	Castle Water	S	9.00	1.80	10.80
615	28/09/2022		Current/Business Rese	DD	Water rates - Ringden Allotm	Castle Water	S	67.95	13.59	81.54
616	28/09/2022		Current/Business Rese	DD	Water rates - Memorial	Castle Water	S	15.52	3.10	18.62
617	28/09/2022		Current/Business Rese	DD	Water Rates - Kent Close	Castle Water	S	17.50	3.50	21.00
618	28/09/2022		Current/Business Rese	DD	Water rates - Badsell Allotmen	Castle Water	S	4.17	0.83	5.00

Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
619	28/09/2022		Current/Business Rese	DD	Water rates - Podmore	Castle Water	S	4.17	0.83	5.00
620	28/09/2022		Current/Business Rese	DD	Water rates - Green Lane	Castle Water	S	4.17	0.83	5.00
621	28/09/2022		Current/Business Rese	DD	Water rates - Green Lane	Castle Water	S	4.17	0.83	5.00
622	28/09/2022		Current/Business Rese	DD	Refuse Collection	Veolia Environmental Service	S	78.55	15.71	94.26
623	28/09/2022		Current/Business Rese	DD	Refuse Collection	Veolia Environmental Service	S	12.72	2.54	15.26
624	28/09/2022		Current/Business Rese	DD	Refuse Collection	Veolia Environmental Service	S	78.55	15.71	94.26
625	28/09/2022		Wages Imprest	BACS	Wages - Office	PWTC Wages Imprest Acc	E	5,093.71		5,093.71
626	28/09/2022		Wages Imprest	BACS	Tax NI - Office	PWTC Wages Imprest Acc	E	2,013.63		2,013.63
627	28/09/2022		Wages Imprest	BACS	Pension - Office	PWTC Wages Imprest Acc	E	635.08		635.08
628	28/09/2022		Wages Imprest	BACS	Wages - NP	PWTC Wages Imprest Acc	E	50.00		50.00
629	28/09/2022		Wages Imprest	BACS	Wages - Estates	PWTC Wages Imprest Acc	E	4,612.63		4,612.63
630	28/09/2022		Wages Imprest	BACS	Tax NI - Estates	PWTC Wages Imprest Acc	E	2,224.67		2,224.67
631	28/09/2022		Wages Imprest	BACS	Pension - Estates	PWTC Wages Imprest Acc	E	607.01		607.01
632	28/09/2022		Wages Imprest	BACS	Wages - Watering	PWTC Wages Imprest Acc	E	361.88		361.88
633	28/09/2022		Wages Imprest	BACS	Wages - Day centre	PWTC Wages Imprest Acc	E	210.87		210.87
634	28/09/2022		Wages Imprest	BACS	Tax NI - Day Centre	PWTC Wages Imprest Acc	E	52.60		52.60
635	28/09/2022		Wages Imprest	BACS	Wages - Cemetery	PWTC Wages Imprest Acc	E	630.00		630.00
636	28/09/2022		Wages Imprest	BACS	Wages - St Andrews	PWTC Wages Imprest Acc	E	98.97		98.97
637	28/09/2022		Wages Imprest	BACS	Wages - FHW	PWTC Wages Imprest Acc	E	98.97		98.97
638	28/09/2022		Wages Imprest	BACS	Wages - Memorial	PWTC Wages Imprest Acc	E	90.88		90.88
639	28/09/2022		Wages Imprest	BACS	fuel	PWTC Wages Imprest Acc	S	45.83	9.17	55.00
640	20/09/2022		Liquidity Account	CHAPS	Professional fees	Baxall	S	319,045.94		382,855.13
641	20/09/2022		Current/Business Rese	DD	Bank charges	Unity bank	E	28.00		28.00
642	30/09/2022		Current/Business Rese	DD	Electricity Supplies - Day Cent	SSE	L	38.79	1.93	40.72
643	30/09/2022		Current/Business Rese	DD	Electricity Supplies - Memorial	SSE	L	159.15	7.95	167.10
644	30/09/2022		Current/Business Rese	DD	Electricity Supplies - Elm Tree	SSE	L	82.40	4.12	86.52
645	30/09/2022		Current/Business Rese	DD	Electricity Supplies - Memorial	SSE	L	18.35	0.91	19.26
646	30/09/2022		Current/Business Rese	DD	Electricity Supplies - Podmore	SSE	L	72.46	3.62	76.08
647	30/09/2022		Wages Imprest	DD	Bank charges	Unity bank	E	54.40		54.40
648	30/09/2022		Wages Imprest	DD	Bank charges	Unity bank	E	18.00		18.00
Total								337,598.22	64,064.37	401,662.59