

MINUTES OF A VIRTUAL MEETING OF COMMUNITY CENTRE WORKING PARTY

Wednesday 26th October 2022 at 6 pm

Present: Cllr C Williams, in the Chair,
Cllrs M Ridger, R Moon, A Mackie
R. Wakling, Fred Lemont, Mrs T Brechtlesbaur.

Apologies for Absence

Mr J Thompson, S Smithson, Mr J White (Project Manager)

2. **FIT OUT**

Members considered items to fit out the centre.

Chairs like those at Southborough Civic Centre had been identified.

The costs were £71.60 for chairs without arms and £113.40 for chairs with arms. The total cost for 200 chairs without arms and 100 with arms was £26,943.00 including delivery. A discussion was had as to whether all 300 chairs need to be bought immediately. Concern was expressed that if they design ceased to be manufactured then the community centre could finish up with odd chairs. Therefore, it was agreed that all the chairs should be bought at once if possible. It has not yet been possible to obtain costs for suitable tables.

Café chairs were £55 each and round tables would be in the region of £300 each.

Initial costs for a demountable stage were £11,000.

Other matters which would need considering were the office equipment, meeting room furniture (it was agreed that the hall chairs could be used in the meeting room initially.), IT equipment kitchen utensils, baby changing shelf for the toilets and hygiene bins.

CW & FL would speak to personal contacts regarding office fit out.

Members were advised that the fit-out budget was limited and was unlikely to be sufficient for all items in the first instance.

RW proposed that the group should ask the Town Council for additional funds for the fit out. This was agreed.

Sponsorship and grants should also be looked at.

CW would collate all the information which had been gathered, into a spreadsheet.

3. **COMMUNITY CENTRE NAME**

The Town Council agreed a short list of 6 from of 40 suggestions which were put forward from residents.

The names have been put to public vote. Voting closes on the 7th November. The results as of 10 am on the 26th October were as follows:

Name	Number of votes to date
Paddock Wood Community Centre	45
The Paddock	30
The Pines	19
Memorial Hub	14
The Link	3
Brightness Centre	1

4. **FUTURE OF THE WORKING PARTY**

Member reviewed the governance document and considered the role of the Working Party going forward. It was agreed that community input into the project was still required. The governance document also stated that the working group and board will be active for the duration of the project.

It was therefore agreed that the working party would continue in its current role.

5. **ANY OTHER BUSINESS**

NR updated the group on the progress of the Management Company and advised that the Town Council had approved the appointment of a Centre Manager. The Personnel Committee would meet to discuss the appointment.

6 **DATES OF NEXT MEETING**

The next meeting would take place on 30th November 2022.