

PADDOCK WOOD COMMUNITY CENTRE BOARD
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MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD held on 7th
March 2023 VIA ZOOM AT 7.00pm

Present

Jonathan White (TWBC Project Surveyor), Meryl Flashman, Carol Williams and Derek Boyle, Nancy Warne (Borough member for Rural communities)

Apologies

Denise Haylett (TWBC Head of facilities and community hubs)

CCB187 AGREE MINUTES AND CONFIRM ANY ACTIONS

The minutes were agreed as an accurate record.

All outstanding actions have been completed or are covered within the meeting.

CCB188 PROJECT UPDATE

Update on contract/works

- Practical completion completed on 3rd March.
- Some further snagging identified which is being rectified.
- JW and MF have looked at the surface of the tennis courts and remedial work is being undertaken.

Update on FM contract

- Invicta Law are not able to undertake the review of the FM contract which is a standard document.

Update on EV chargers

- £15k grant is coming over from KCC. KCC have visited the site last week and were happy with the chargers that have been installed.
- KCC are out for procurement for the maintenance and management contract for the super chargers and battery storage. No costs to PWTC or CLG at this time.
- Chargers need to be connected via wifi and subject to the super chargers coming on line, it might be best to wait until these are done to pick a supplier depending on the terms of the supplier to make sure there are no conflicts from having two suppliers on one site. Suggest coordinate with KCC to make sure this can work for all parties.
- Chargers and superchargers would probably work best under the same contract with a single management company.
- Selling generated energy from the building that is stored in the batteries will generate a greater return.

CCB189 FINANCE

The PM will update members on the current position.

- Baxall Final Account has been closed out after a long meeting on Friday.
- Cashflow position has been greatly improved and now positive all through to
- Indexation still due will improve the end position.
- **S106 money MUST BE USED for CAPITAL ITEMS on the project OR funds MUST be Returned to the Developer by law.**
- Blinds (black out and motorised) can now be reincluded and put in by Baxalls.
- Roadside signage to also be included within the FF&E
- AV kit out to be included to the spec agreed by the working party. Baxalls to fit the AV kit, with supply by third party company to make sure no warranties on the building are voided.
- Potential to explore using released surpluses and S106 to pay back some of the smaller loan from TWBC. This would make savings on the interest repayments. To be discussed at the next meeting.
- **JW** and **NW** to attend the April Full-council meeting.

CCB190 FURNITURE FIT OUT

Update

Revised budget monitoring and adjustment exercise to be drawn together by **CW** based on finance update.

CCB191 MANAGEMENT

Update on the lease position

- **MF** and **JW** speaking to Minerva 8th March to finalise the head lease.
- EV Chargers must be in the CLG area otherwise VAT is liable.
- Access to the electrical supply to the building sits inside the store room for the nursery side. Access needs to be retained by PWTC.

Update on business rates, contents insurance

- **JW** to follow up with **DH** on the position on business rates
- Contents insurance - CLG will have their own policy

Update on Nursery

- To be discussed at the Directors meeting 8th March to reduce to strongest two.
- The nursery will be sub-metered from the Community Centre CLG.
- Facilities management charge for the nursery will depend on the wording in the lease between the CLG and nursery.

Facility manager update

- We failed to appoint after interview for this role.
- The role will be readvertised this week.

CCB192 ANY OTHER BUSINESS

CCB193 DATE OF NEXT MEETING

The next meeting is Tuesday 18th April 7pm.

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