

FERNDOWN TOWN COUNCIL

Minutes of the Barrington Centre Management Committee held on Monday 13 June 2022 at 6.30pm in the Barrington Centre, Pennys Walk, Ferndown BH22 9TH.

Present: Councillors: T Cordery, I Flay, G Parrott, J Robinson and K Stamp.
Officers: T Dudley (Committee Administrator).

BCMC/2022/023	<p>Election of Chairman</p> <p>Cllr Parrott proposed Cllr Robinson be elected Chairman for the Municipal year 2022/2023, seconded by Cllr Cordery and agreed by all.</p> <p>Resolved – Cllr Robinson to be Chairman of the Committee 2022/23.</p>
BCMC/2022/024	<p>Election of Vice Chairman</p> <p>Cllr Robinson proposed Cllr Parrott be elected Vice Chairman for the Municipal year 2022/2023, seconded by Cllr Stamp and agreed by all.</p> <p>Resolved – Cllr Parrott to be Vice Chairman of the Committee 2022/23.</p>
BCMC/2022/025	<p>Apologies</p> <p>Apologies for absence were received from Cllr Fleetham (health) and Cllr M Parkes, (previous commitment).</p> <p>Cllr Stamp proposed to accept the apologies for absence, seconded by Cllr Parrott and agreed by all.</p> <p>Resolved: apologies for absence were accepted.</p>
BCMC/2022/026	<p>Declarations of interest and dispensations</p> <p>Councillors Robinson declared a generic non-pecuniary interest being a Member of Dorset Council.</p>
BCMC/2022/027	<p>Public participation</p> <p>None.</p>
BCMC/2022/028	<p>Management Committee minutes 9 May 2022</p> <p>Cllr Parrott proposed that the minutes of the meeting held on 9 May 2022 be agreed as a true and accurate record of proceedings and duly signed by the Chairman, seconded by Cllr Stamp and agreed by all.</p> <p>Resolved: the Barrington Centre Management Committee minutes of the meeting held on 9 May 2022 were approved and signed by the Chairman.</p>
BCMC/2022/029	<p>Matters to report in relation to agenda item 4</p> <p>Tea towels – Cllr Cordery proposed to discuss this item under agenda item 8.</p>

	<p>It was agreed the remaining chairs in the container would be offered free of charge.</p> <p>Members agreed the required safety signage would be actioned by Cllr Cordery.</p> <p>The Committee Clerk informed Members that the EPOS and Worldpay payment system was ready to go live with a little more work to do for the EPOS back office prior to going live.</p> <p>Arrangements for the bar at Fete on the Field were discussed, it was agreed that a cold trailer would be required.</p>
<p>BCMC/2022/030</p>	<p>Procurement</p> <p>Cllr Stamp proposed to purchase 17 sets of the 30-piece cutlery sets, 60 sachet holders and a washer/dryer to the value of £500 to be set up in the servery plus plumbing costs and 30 A4 menu holders, seconded by Cllr Flay and agreed by all.</p> <p>Resolved – to purchase 17 sets of the 30-piece cutlery sets, 60 sachet holders priced at £1.78 and a washer/dryer to the value of £500 plus plumbing costs and 30 A4 menu holders.</p> <p>Members agreed Cllr Cordery would shop locally to source bistro table and chairs for the outside area of the café.</p>
<p>BCMC/2022/031</p>	<p>User review</p> <p>Following discussions with a local drama group Cllr Parrott informed the Committee of a number of requests being made to accommodate the group during practice and show times.</p> <p>The bar was to be fully staffed from 6pm during the shows and especially during intervals and after the show; a number of requests to facilitate publicity of the show included poster space in the foyer, leaflet rack in the foyer, large framed poster in the bar, tv advertising in the centre and ad spaces in the toilets. In addition, a percentage split rather than a flat hire rate was discussed.</p> <p>A further request for the removal of a deposit being required was agreed.</p> <p>consideration was given to a theatre/drama school hire of the theatre on a Saturday morning with conflicts being experienced when a show is being held on a Friday and Saturday evening.</p> <p>Cllr Parrott proposed the deposit would be waived for the local drama groups; a percentage split rather than a hire fee was denied. Arrangements for the bar would be facilitated and advertising agreed. Cllr Parrott would arrange to meet with the theatre/drama school to discuss their requirements and if alternative arrangements could be found, all other matters discussed would be deferred to the next meeting, seconded by Cllr Robinson and agreed by all.</p>

	<p>Resolved – the deposit would be waived for local drama groups; a percentage split rather than a hire fee was denied. Arrangements for the bar would be facilitated and advertising agreed. Cllr Parrott and another member of the committee would arrange to meet with the theatre/drama school to discuss their requirements and if alternative arrangements could be found.</p>
BCMC/2022/032	<p>Booking form review</p> <p>Cllr Robinson proposed the following amendments to the Booking Form Hire Agreement:</p> <p>The remove of all reference to COVID 19</p> <p>Bullet point Will alcohol be served (see condition of hire point 31 be amended to hire point 32.</p> <p>Bullet point Will music be played see condition of hire point 32 be amended to hire point 31.</p> <p>Event details day and date of hire be amended to days and dates of hire.</p> <p>Confirmation of booking; remove the wording ‘including kitchen, toilets and hallways and outside to put all equipment away and to leave venue as found’.</p> <p>Conditions of hire; remove paragraph 7.</p> <p>Point 20 remove wording; The Council does not guarantee any catering arrangements made at a later date.</p> <p>Point 32 remove wording; Any hirer that wants to supply alcohol at an event must liaise with Council’s designated premises supervisor, seconded by Cllr Parrott and agreed by all.</p> <p>Resolved – the amendments to the Booking Form and Hire Agreement be approved.</p>
BCMC/2022/033	<p>Staffing and Procedural Review</p> <p>The Committee was informed that the Operations Manager had started her employment, the Trading Department Manager’s post had been advertised.</p> <p>A fault with the electricity supply in the café had been reported and a problem with the dishwasher would need to be resolved.</p> <p>A dance group had requested hire of the theatre on New Year’s Eve. Members agreed that if this did not interfere with the Pantomime arrangements it could be approved. The Committee Clerk was asked to look into the arrangements for the pantomime and if no conflict occurred the request could be granted.</p>
BCMC/2022/034	<p>Correspondence</p> <p>Members agreed to review the VAT report at the next meeting.</p>
BCMC/2022/035	<p>Date of next meeting and close of meeting</p>

	The date of the next meeting 11 July 2022. The meeting closed at 9.05pm
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