

## FERNDOWN TOWN COUNCIL

**Minutes of the Barrington Centre Management Committee held on Tuesday 28 March 2023 at 4pm** in the Barrington Centre, Pennys Walk, Ferndown BH22 9TH.

Present: Councillors: T. Cordery, G. Parrott and J. Robinson,  
Officers: M Follan (Administration Manager) S. Hall (Minute Taker).

<b>BCMC/2023/375</b>	<p><b>Apologies</b></p> <p>Apologies were received from Cllrs Fleetham, Parkes and Stamp. Cllr Cordery proposed to accept the apologies for absence, seconded by Cllr Parrott and agreed.</p> <p><b>Resolved - apologies for absence were accepted.</b></p>
<b>BCMC/2023/376</b>	<p><b>Declarations of interest and dispensations</b></p> <p>Cllr Robinson declared a generic non-pecuniary interest being a member of Dorset Council.</p>
<b>BCMC/2023/377</b>	<p><b>Public Participation</b></p> <p>A representative from Neighbourhood Watch attended.</p> <p>It was agreed to bring item 6 forward 'To consider the future use and alternatives for storage in the Reception Office room' .</p>
<b>BCMC/2023/378</b>	<p><b>To consider the future use and alternatives for storage in the Reception Office room</b></p> <p>Members considered the competing demands on the reception office room. Ukraine Aid wanted to continue using the room for the public to drop off their donations. Neighbourhood Watch had expressed a wish to return to the Barrington Centre, using the same room as they had done for over ten years prior to lockdown. Additionally, the manager of the Barrington Centre had to consider potential for the room to be hired out to other individuals or organisations.</p> <p>The Neighbourhood Watch representative advised that they would like the room Monday to Friday 10am to 12.30pm. They would need to house two cabinets, a desk, display case and three chairs</p>

	<p>Taking into account the times that Neighbourhood Watch wanted the room, members noted it would be available for use after 12.30pm each weekday and therefore, it could become available for use by the Centre Manager or Town Council for meetings, or work that needed to be completed away from public offices with the door shut. Neighbourhood Watch would have to ensure that their materials were locked away at the end of each session.</p> <p>It was proposed by Cllr Parrott that Neighbourhood Watch enters into negotiations with the Barrington Centre manager with a view to coming to an agreement on using a space within the Barrington, with the Barrington Centre Management Committee having the final decision. The proposal to have the following caveat: and that the Barrington Centre Management Committee is able to offer the Ukraine appeal space to continue with their project'. Seconded by Cllr Cordery and agreed.</p> <p><b>Resolved that Neighbourhood Watch enters into negotiations with the Barrington Centre manager with a view to coming to an agreement on using a space within the Barrington, with the Barrington Centre Management Committee having the final decision; with a caveat that the committee is able to offer the Ukraine appeal space to continue with their project.</b></p> <p>With regard to items being dropped off for the Ukraine appeal, members considered that the small room next to the Town Clerk's office, currently used by the Centre Manager, could be used as a drop off point as it had been during the recent pantomime season. Some concern was expressed about security in the room, but members felt this could be overcome if things were organised properly. This option would result in the Centre Manager losing her space to have confidential discussions, but members noted that the space that the neighbourhood watch has can also be used after 12.30pm each weekday. A charity collection container was discussed for Ukraine items, but members considered this to be an impractical option due to the varied nature of the items being donated.</p>
<p><b>BCMC/2023/379</b></p>	<p><b>Barrington Centre Management Committee minutes of 20 February 2023</b></p> <p>Cllr Parrott proposed that, the minutes of the meeting held on 20 February 2023 be agreed as a true and accurate record of proceedings, seconded by Cllr Cordery and agreed.</p> <p><b>Resolved: the Barrington Centre Management Committee minutes of the meeting held 20 February 2023 were approved and signed by the Chairman.</b></p>

**Barrington Centre Manager's Report**

Members considered the Centre Manager's report.

The Centre Manager requested permission to purchase fixed waterproof frames, which would be placed on the exterior of the centre to advertise forthcoming events. These would be sited in place of the current banners which often fall out of place. Members agreed to the purchase at a cost of £704.55 but asked the centre manager to ascertain whether permission was needed from Dorset Council for the siting of the frames.

A member queried whether electronic 'rolling signage' would provide for greater advertising, although it was acknowledged that this was potentially very costly. Nevertheless, It was agreed to **place this on the agenda** of the next meeting with the Centre Manager producing quotes for consideration.

Cllrs Parrott and Cordery will arrange to view the map that was due to be installed on the back wall of the café, although it was advised that this is not fit for purpose. The results will be brought back to the next meeting.

The centre manager informed members that a duty manager had been engaged on a zero hour contract. Duties would include the setting up and taking down of equipment, opening up/locking up, as well as customer enquiries etc. The duty manager will work in a dual role, also as a technician in the centre.

Members were advised that the cafe/bar has a new EPOS till system, which should improve efficiency.

The Centre Manager advised that it is too early to tell if small price increases have made a difference to sales, but prices remain competitive. The café is much busier than it was and from Monday 3 April 2023 will open on Mondays (with the exception of bank holidays).

A new cafe team member has been recruited and the centre manager has revised the work rota to maximise efficiency.

A member queried the decision to go ahead with events even though initial sales appeared low. The centre manager explained the rationale behind this; members being very satisfied with her explanation.

A member voiced concern about the amount of empty bottles in the bar/kitchen area after events. The Centre Manager explained that

	<p>when full the bottle bin was extremely heavy and needed at least two staff to empty. Additionally, emptying the bottles was a very noisy task which could impact upon residents at night. A suggestion was made that smaller, more manageable bins be obtained, and the centre manager noted this.</p> <p>Members expressed their appreciation to the centre manager for her work.</p>
<b>BCMC/2023/381</b>	<p><b>Quotes for Storage Container</b></p> <p>The Centre Manager informed members that storage is urgently needed. It is impractical to move things to and from under the stage and currently rooms are being used for storage that could be hired out. There is space available to house a 20ft long container across the back exterior wall of the centre. A container with double doors, floor and lights would offer safe and easier access.</p> <p>It was proposed by Cllr Robinson that a single use container, with double doors, floor and lights, be purchased, seconded by Cllr Cordery and agreed.</p> <p><b>Resolved to purchase a single use container with double doors, floor and lights.</b></p>
<b>BCMC/2023/382</b>	<p><b>Barrington Logo and Website</b></p> <p>The Centre Manager advised that the original logo for the Barrington Centre, created by the university students, does not satisfy the different formats that are needed, but this has been rectified in-house and should now be uniformed.</p> <p>The new Barrington Arts Centre signage has arrived and is being installed from 17 April. However, more is required. The Centre Manager has spoken with the RFO who advised that there is £8,000 remaining in 'Contractors' budget. Members requested that details of what has been ordered and what is required be <b>put on the agenda of the next meeting</b>. When agreed, this could then be ringfenced under 'Advertising/Media'.</p>
<b>BCMC/2023/383</b>	<p><b>Barrington Centre Comparison Report 1 April 2022 to 28 February 2023</b></p> <p>Members noted the Comparison Report 1 April 2022 to 28 February 2023.</p>

<b>BCMC/2023/384</b>	<p><b>Private Session</b></p> <p>It was proposed by Cllr Robinson, seconded by Cllr Cordery and agreed by all that this committee should exclude the press and public in accordance with s 1 (2) Public Bodies (Admission of Meetings) Act 1960 on the grounds that the following items being considered involves the disclosure of confidential information.</p>
<b>BCMC/2023/385</b>	<p><b>Profit and Loss Trading Account</b></p> <p>Members noted the Profit and Loss Trading Account. The Chairman asked members to pass any comments to the RFO, the response from the RFO would then be circulated to the committee.</p>
<b>BCMV/2023/386</b>	<p><b>Barrington /KGV Bar Agreement</b></p> <p>At a meeting of the Barrington Centre Committee on 5 December 2022 it was resolved to split the profits from the bar at the coronation event in the ratio of 30% Barrington, 70% KGV.</p> <p>Cllr Parrott advised that there had been some changes since that resolution and members were now in a better position to make an informed decision on the matter and to recommend that the split should actually be 50/50%.</p> <p>It was proposed by Cllr Parrott to change the resolution made on 5 December 2022 from a 30/70% split to a 50/50% split, seconded by Cllr Robinson and agreed.</p> <p><b>Resolved to change the resolution made on 5 December 2022 from a 30/70% split to a 50/50% split.</b></p>
<b>BCMC/2023/387</b>	<p><b>Staff Matters</b></p> <p>The Centre Manager noted that at the last meeting of this committee, members had requested quotes for security personnel after music events. The Centre Manager considered that this was not essential on a regular basis. It had not been identified as an issue and would be extremely costly. However, it could be arranged if it was ever considered essential to the safe running of any event.</p>
<b>BCMC/2023/388</b>	<p><b>Correspondence</b></p> <p>There was no correspondence to consider.</p>
<b>BCMC/2023/389</b>	<p><b>Date of Next Meeting and close of meeting</b></p>

	<p>The next meeting of this committee will take place on Monday 24 April 2023 at the Barrington Centre.</p> <p>The meeting closed at 5.38pm.</p>
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