

**MINUTES OF A MEETING OF THE COMMUNITY CENTRE BOARD on Tuesday
5th April 2016, at The Podmore Building, St Andrews Road, at 2.30 pm**

BOARD MEMBERS: Cllrs Sarah Hamilton, David Henshaw, Elizabeth Thomas

WORKING PARTY: Mrs Nichola Reay, (PWTC), Mr Jonathan White
(KCC/TWBC), Mr Andy Mackie (NP Group)

Cllr Hamilton, Chairman, opened the meeting by explaining that the Town Council had approved the Governance Structure and Terms of Reference. She stressed the importance of the documents as the Town Council could be open to challenge if it did not get the governance right. The town council was an entity in its own right and the lead authorities did not have any jurisdiction over. She asked everyone to confirm they were happy with that.

Mr Mackie was the group's link with the Neighbourhood Plan but he would only need to attend meetings if there was a relevant item on the agenda.

1 GOVERNANCE

- (a) Governance Structure – this was noted, with the addition of Mrs Kay Groves, who would be joining the working group shortly. User groups would be consulted as and when required.
- (b) Terms of Reference – these were noted.

2. ADDITIONAL DOCUMENTS

The following were noted and APPROVED.

- (a) Equality Impact Assessment – JW explained that this document covered all sectors of the community and should be reviewed every 2 months.
- (b) Risk Register – this will be brought back to the board every few months for review.
- (c) Communications Plan – if TWBC becomes involved in the project then their agreement will be required.
- (d) Business Plan - initial draft was presented and agreed
- (e) Timeline - not yet written
- (f) Project Plan – not yet written
- (g) Options Analysis – the initial document from the Neighbourhood Plan Visioning event was noted.

3. FINANCE

- (a) In its 2015/2016 budget the town council set aside £30,000 for a community facility. A further £30,000 has been set aside in the 2016/2017 budget. = £60,000 currently available for the project.
Finance was discussed and following points considered:

- PWTC will need to consider a £1m loan from the PWLB = £60k pa repayments for 25 years.
 - The value of any land that the council may own – needs to be reviewed
 - Termination of the Day Centre lease – PWTC currently has a lease until 2077 on the land.
 - Council's Financial Regulations will need to be checked to ensure there is provision for a project of this size
- (b) VAT – this will need to be reviewed as it could have an impact on the overall costs. If the Council keeps control VAT will be payable, if the project is handed over to a Trust then the VAT could be reclaimed.

4. **CONSULTATION**

- (a) Neighbourhood Plan Event – 27th & 28th April 2016 – To be discussed with Fera
- (b) Annual Town Meeting – 20th April, 2016 – JW will attend and update residents on the current position.

5. **ANY OTHER BUSINESS**

6. **DATE OF NEXT MEETING**

The next meeting will be held on Monday 9th May 2016 – TBC.

Meeting closed at 4 pm.