

# OLNEY TOWN COUNCIL



## **Minutes of Olney Centre Management Committee meeting held at The Olney Centre on 20th September 2021 at 7:30pm**

**Present:** Cllrs, Bethune (Chair), Varley, Brock, Aldred

**In attendance:** Sarah Kennedy, Deputy Town Clerk

**OCM21/07: To receive apologies for absence**

**Resolved:** Apologies for absence were received from Cllrs Whitworth, Geach

**OCM21/08: Declaration of interests in items on the agenda**

**Resolved:** None declared

**OCM21/09: To approve the minutes from the last meeting dated 19<sup>th</sup> July 2021**

**Resolved:** Cllr Brock proposed that the minutes are approved; Cllr Varley seconded. All in favour.

**OCM21/10: An update on the current usage of The Olney Centre**

The Deputy Town Clerk said the centre is very busy with most mornings booked out completely. Evenings are also busy with a few slots remaining there are vacant slots at the weekend and some afternoons. Cllr Aldred offered to show the Deputy an online booking system to assist.

A caretaker has been appointed and is starting 29<sup>th</sup> September.

**Resolved:** Deputy Town Clerk to be shown the HallMaster online booking system to look at reducing the workload and a date was arranged to go through this.

**OCM21/11: To consider a proposal for a food bank**

Community Fridge/Larder, a recognised Charity, is designed to prevent food waste as well as to help families in need, Co-op and others are keen for it to be set up soonest.

The Allotment Association also want to donate towards it. A location is required to store food.

**Resolved:** Cllr Brock will put a proposal together at a later date from Olney is Kind to Olney Town Council, not for funding but to outline the space/storage requirements for the project.

**OCM21/12: To set up a working group to review Terms and Conditions for the Olney Centre**

To look at other T&Cs and adapt ours

**Resolved:** Cllrs Bethune and Varley to review current T&Cs and bring up to date

**OCM21/13: To discuss the ongoing maintenance of the Olney Centre**

The Deputy Clerk explained that the painting of hallways in The Olney centre starts in October.

**Resolved:** It was proposed by Cllr Bethune that the members informally meet to create a maintenance plan for the coming year/s, then schedule an additional OCM meeting at 6.30pm on 18<sup>th</sup>

*Signed: Cllr Bethune, 20<sup>th</sup> September 2021*

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October to discuss the budget for 22/23 once some quotes have been received for work to be carried out over the course of the next year. Cllr Brock seconded. Cllr Brock and Aldred will attend. All agreed.

It was also noted that a deep clean of the kitchen (including the extractor fan) should be arranged after a recent hire.

**OCM21/14: To consider purchasing additional kitchen equipment to cope with the increase in demand**

**Resolved:** Item to be postponed until a later date

**OCM21/15: The Olney Centre budget considerations for FY 22/23**

**Resolved:** To look at budget at the next meeting on 18<sup>th</sup> October.

**OCM21/16: An update on the Caretaker role**

See item OCM21/10 above

The Chairman asked for it to be minuted that she thanked Sarah and Laura for keeping the centre going in the absence of a caretaker.

Meeting ended 8.30pm

*Signed: Cllr Bethune, 20<sup>th</sup> September 2021*