



# Saxilby with Ingleby Parish Council

## Non-confidential

### Agree expenditure from Earmarked and Ring-Fenced Funds

---

**Report to:** Full Council 23-08

**Report by:** Clerk

**Power/duty which decision falls under:** General Power of Competence, Localism Act 2011

**Which council objective(s) it falls under:**

- Maintain and improve community facilities and amenities
- Retain and encourage employment and tourism opportunities
- Improve the well-being of residents
- Carbon reduction

**Consideration on carbon reduction:**

Installation of LED Spotlights to reduce energy consumption.

**Public Sector Equality Duty (*Consider or think about how policies or decisions affect people who are protected under the Equality Act*)**

Refurbishing the room is making it more accessible to those with sensory processing differences:

**Visual:** Lighting is on a dimmer switch to allow adjustments in brightness to be made and the light is more even throughout the room with being on spotlights. The blind is adjustable to vary the light levels.

**Sound:** The removal of the CCTV base unit and screen has reduced the level of background noise in the room – which has been complained about by room hirers previously. The level will be further reduced when the planned PVC windows replace the ill-fitting wooden units in September.

**Consideration of risk management in relation to the proposal<sup>1</sup>**

Financial: Refurbishing the meeting room has been incorporated within the existing remit and work load of the clerk and caretakers. Using funds from the CC improvement fund will mitigate the impact on budgets elsewhere.

---

<sup>1</sup>Risk areas to consider - strategic/operational, likelihood/impact, add to risk register?, any contingency planning needed?

## **1. To agree to use the Community Centre Improvement Fund for improvement works in the meeting room and entrance/bar area**

The meeting room has been refurbished to bring it to a modern standard suitable for council use, community use, and hiring out - including making the room more accessible for users. The entrance and bar are also being redecorated with hanging and obsolete wires being removed etc.

### **Works and Costs**

£250 Ceiling skimming and materials - meeting room

£595 Dimmable LED lighting and fitting - replaced fluorescent lighting (also includes removing/fixing redundant/loose wires and loose sockets in the entrance/bar area - health and safety) - meeting room

£360 Commercial grade dark grey carpet and fitting - meeting room

£183 2no. padded seating with arms breakout seating (with existing coffee table) - meeting room

£69 Blind - meeting room

≤£200 Decorating materials (by caretakers) - meeting room and bar

£1,020 Removal of CCTV base unit and screen and its re-siting - from meeting room for data protection and H&S

**≤ £2,377 Total**

**There is currently over £22,950 in the community centre improvement budget. Of this £12,000 is allocated to new windows, leaving £10,950 in the budget.**

The meeting room window will be replaced as part of the window replacement programme occurring in August/September.

The improvements are in-line with the agreed use of the budget.

## **2. To agree to use the Capital Expenditure budget for the additional camera to provide CCTV coverage of the entrance and for a computer for the new staff member (apprentice)**

£1,100 Additional camera provides CCTV coverage of the entrance  
Required for the health safety of staff (lone working) and users of the facility

£720 Provision of a computer, monitor, and set-up (office)

**£1,820 Total**

## **RECOMMENDATION(S):**

**That Full Council notes the report and agrees to use the:**

- 1. Community Centre Improvement Fund for improvement works in the meeting room and entrance/bar area**
- 2. Capital Expenditure budget for an additional camera to provide CCTV coverage of the entrance and to provide a computer and monitor for the apprentice**