



Website: www.leasowecommunitycentre.co.uk

Leasowe Play Youth & Community Association

Registered Charity Number 702959

**Leasowe Community Centre, Twickenham Drive,
Leasowe, Wirral. CH46 1PF**

Tel: 0151-691-1595

HOUSEKEEPING MEETING

Held on Wednesday 12th February 2014

Members Present

Jane Davies, (Chair); Paul Townley, (Treasurer) Leslie May (Secretary); Sheila Henry, Councillor Ian Lewis, Pauline Murphy, Tina Amis, Emma Hopwood

Reason for Meeting

Leasowe and Gautby Road are the only two Leisure Centres that have not been asset transferred. Council employees have had changes made to their job specs which has resulted in no one responsible for the Health and Safety procedures in the Centre and as the Centre is open to the public the matter needed to be addressed. Sheila is responsible for the Centre complying to Health and Safety procedures but cannot take on these procedures. Gautby Road have an employee who looks after Health and Safety as part of his job. Leasowe Centre have looked at employing someone but cannot afford to do this.

Members of the committee were concerned that if they took over Health and Safety then it would mean if there were a problem they would be held personally responsible and legal action could be taken against them. If no one took over Health and Safety the Centre would be closed and it was thought that maybe this was the Councils way of forcing the Centre to close. Sheila assured the meeting that as far as she knew this was not the case.

Paul asked if it was known if the Centre would be funded from 1st April (start of Councils Financial year). Ian said that details would be known on 25th February.

Sheila said that Simon Parrot (Council) and his team would be happy to train volunteers on what to do and when.

Proposals

1. Ian asked Sheila to give him a list of the Fire procedures as he knows someone who may be interested in taking on the Fire Regulations. The Centre had 5 fire Marshalls who could take part in the daily fire test.
2. Pauls' father, Bill, would be asked if he would take on the Weekly Maintenance checks.
3. Sheila will bring the paperwork up to date and write the procedures that need to be taken on by nominated volunteers
4. Jane will speak to the Centres volunteers and tell them what will be expected of them as Community Centre Volunteers (Job Description).
5. Paul offered to draw up routines for the volunteers. Included will be what to do in an emergency and phone numbers etc.
6. A Communications Book will be set up and kept in the Office and a set of pigeon holes will be placed outside the Office so that messages, mail etc. can be readily available to the people concerned.
7. To cut down on the number of Centre Keys sets a digital safe will be in the entrance hall. This will enable people to get in the building but will prevent total access.

Asset List

Paul was waiting for information from Danny McGarry to complete the list and would send Sheila an up to date Key List. This will be incorporated in the year end accounts.

Bookings

- 1, On the Room Hire Form (on the web site) it states Health and Safety procedures and the person who hires the room by signing the form agrees to be responsible. (Better signage is needed at the Centre)
2. Paul offered to plan an Induction Pack.
3. Sheila has a procedure list for bookings and will update the Block Bookings, which needs to be done once a year. The leader of the 'group' will be responsible for inducting their members on Health and Safety issues

It is hoped that the Health and Safety procedures will be in place by 31st March

Other Matters

Arena will be approached to repair the bin store/ cycle shed