

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Hub Committee

**Date:** Thursday 18 May 2023 **Time:** 6.30pm

**Place:** West Wing Committee Room

**Present:** Cllr C Greaves Cllr P Lawrence  
Cllr D Selway Cllr N Morse  
Cllr I Macfarlane Cllr L Sharp  
Cllr N Morse

**Present:** Support & Communications Officer 1 Member of the Public

### Questions:

Mr G Harris shared his concerns about the rising number of residents using food banks within the Parish, he also commented on recent social media posts suggesting families are struggling with the cost of living and therefore eating from plastic plates.

Mr G Harris raised a question in relation to the café and what other uses it would have. The Chairman confirmed that the café would not operate outside of its permitted hours.

### 1.0523 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council

No apologies for absence were presented as all members were present.

### 2.0523 Declaration of any personal or financial interests

No further Declarations of either a personal or financial nature were presented.

### 3.0523 Applications for Dispensations - No applications were presented by members present.

### 4.0523 Minutes of the last Meeting

The minutes of the last meeting of the Asset Management Committee held on 16 February 2023 having been circulated, were confirmed a correct record by members present.

### 5.0523 Community Hub/Café Project

#### i) To receive an update in relation to the provision of a temporary unit for a café

Tender had gone out for operation of the café.

Resolved: Applications will be dealt with accordingly.

#### ii) To receive an update in relation to the discharging of planning conditions applied and any action required

The required documentation had been submitted to West Berks Council for the discharge of the conditions accordingly. A response is estimated to take 6 to 8 weeks.

#### iii) To review the action list and determine further actions for the progression of the café

Members were advised of the actions that had been completed for the progression of the café. The following actions were approved accordingly:

Resolved: To instruct John Hutchinson to undertake internal fit out including; kitchen, sanitary ware, electrical and floor coverings.

Resolved: To obtain quotation for groundworks required prior to delivery of unit.

Resolved: Heating and cooling to be installed at a cost of £6,100.

Resolved: Councillors to investigate indoor/outdoor furniture for café.

#### iv) To receive a budget report on expenditure to date

Members noted the report presented highlighting expenditure to date for the unit and associated works as £36,900.

Cllr D Selway requested the estimated budget for the project, the Chairman was unable to

provide a definite cost however predicted it would be in the region of £80k.

**6.0523 Matters for Future Discussion** – Review of tenders by Governance & Finance Committee

**7.0523 Items for information Only** - No further items.

**Close of meeting** – The chairman closed the meeting at 19.00