

**PADDOCK WOOD COMMUNITY CENTRE BOARD**  
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**MEETING OF THE COMMUNITY CENTRE BOARD on Monday 26<sup>th</sup> September  
2016, at The Day Centre, Commercial Road, Paddock Wood Kent, TN12 6DP  
at 6 pm.**

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BOARD MEMBERS: Cllrs Elizabeth Thomas, Chairman  
David Henshaw, Derek Boyle

(Non voting members) Borough Cllr Lynne Weatherly (Portfolio member for  
Communities & Wellbeing, TWBC)  
Mr Kevin Hetherington (Head of Customers &  
Communities, TWBC)  
Mrs Nichola Reay, (PWTC), Mr Jonathan White  
(KCC/TWBC), Mr Andy Mackie (NP Group)

**CCB7 INTRODUCTION OF MEMBERS**

**CCB8 UPDATE OF THE GOVERNANCE DOCUMENTS**

There were no updates at this point in time.

**CCB9 UPDATE ON THE CURRENT POSITION**

Mr White advised that meetings had been held with the following groups:

- Scouts – they are need more flexible space and would require most evenings, but would not have day time needs.
- Barnies Nursery – looking for a space in the town, but don't wish to share space and have fairly stringent conditions.
- Scallywags Nursery – are interested but a financial analysis would need to be carried out as they would need to pay their way
- Paddock Wood Community Advice Centre – are interested but have some reservations as to whether it is in the right location for their needs
- The guides might be interested in using the hall but had not yet been spoken to.

**CCB10 BUSINESS PLAN**

Members APPROVED the Business Plan and Risk Register.

The following issues were discussed:

- The financial risk of delivery of the centre
- The running costs need to be considered – will it be subsidised
- The space needs to be flexible – 250 m2 would be required for a 300 seater hall
- Need to avoid a second floor

- Discussed the level of risk – it was agreed that there should be a 50%/50% split between community use and tenanted space (250square m each) this was considered to be a medium risk
- There would be limited scope for TWBC to require space due to the proximity of PW to TW
- The VAT position needs to be considered – it is possible to find ways to mitigate the VAT. A meeting with VAT consultants would be set up
- A questionnaire would be circulated to the residents –The survey would be delivered to each household and also available on line

**CCB11**

**TIMELINE**

The time line was noted

**CCB12**

**FINANCE**

a) The Town Council currently has £60,000 set aside for this project. The Board are asked to agree that funds be released to allow for publicity. Further funds were also need to have surveys carried out and legal fees. It was agreed that the town council should be asked to release £10k to allow the project to progress.

b) Costs of PWLB borrowing over 25 years

AMOUNT	ANNUAL REPAYMENTS	INTEREST (fixed)
£1.5 million	£77,966	2.16%
£1 million	£51,976	2.16%

The business plan showed that the build costs are estimated to be in the region of £1.5 m.

The Town Council needs to make a decision as to whether it is willing, in principle, to take out a loan to cover the costs.

It was agreed that this should be put to the next town council meeting. Once agreement was received a fully costed business plan could be worked on.

(c) PWTC financial regulations have been reviewed and do not need amending.

**CCB13**

**COMMUNICATION**

a) The attached questionnaire was agreed. It is proposed to distribute the questionnaire to every household. Costs are as follows:

Printing 5,000 A5 leaflets	£100
Distribution @ £90/1000	£450
Voucher prize for draw	£100
<b>TOTAL</b>	<b>£650</b>

To agree a press release

**CCB14 ANY OTHER BUSINESS**

Clarification needed to be sought on the spending limits allowed for in the governance documents. At present it is only £500.

**CCB15 DATE OF NEXT MEETING**

The next meeting would take place on 15<sup>th</sup> November 2016 at 6 pm.

The meeting closed at 7.15 pm