

# Crawley Borough Council



## Report to the Audit and Governance Committee

2 December 2014

### Maidenbower Pavilion, Community Club - Update Report

Director of Community and Partnership Services and Cabinet Member for Leisure and Cultural Services  
DC&PS/008

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#### 1. Purpose

- 1.1 The purpose of the report is to provide members of the Committee with an update on progress to date against the seven measures of progress agreed with the Maidenbower Park Community Club (MPCC) and the Council.

#### 2. Recommendation

- 2.1 That the Committee notes the report, and
- 2.2 That the Cabinet Member for Leisure and Cultural Services considers any feedback that the Committee wishes to make in order to ensure the future success of the MPCC.

#### 3. Reasons for the Recommendations

- 3.1 This update was requested by the Committee, and also relates to issues raised by the Chair and Vice Chair of the Committee during subsequent discussions with Officers.

#### 4. Background

- 4.1 In April 2014, seven requirements were agreed between the Head of Community Services and the MPCC Chairman being the expectations of the Council for the MPCC. These are in addition to the requirements of the Licensing section at Crawley Borough Council.
- 4.2 It was noted at the meeting of the Audit & Governance Committee on 25 June 2014, that Crawley CVS had been supporting and working with the Social Club and was satisfied that the Club was making constitutional / operational progress in its first year of operation. As part of its constitution, the Social Club also committed to inviting all Ward Councillors to attend their Committee meetings as observers. Members acknowledged that there needed to be a balance which allowed the Club to manage its ongoing affairs while providing reassurance to the Councillors that the activities were being effectively managed. Whilst this was the case, the Head of

Service referred the Committee to the seven measures of progress agreed with the MPCC and advised of the Council's intention to continue to work with the Club and the CVS on the requirements and expectations within those measures.

This summary now provides the Committee with an update on progress to date.

## **5. Update on the Requirements and Measures**

### **5.1 Incorporation:**

To become an incorporated group (e.g. as a charity or a cooperative). This will require the Group to make an application to the relevant governing body (e.g. Charities Commission) and it was felt that Crawley CVS can support and advise on the process for this.

#### **Action**

Crawley CVS continue to support MPCC with their constitutional affairs. They have formally adopted a constitution and Members of the Club have been elected at their AGM. They are not yet an incorporated group but this is their aim. In recent weeks there has been a change in the key Committee posts of Chairman, Secretary and Treasurer. The new Committee Members are keen to keep their constitution under review to best serve the needs of the local community.

### **5.2 Accounts:**

To produce audited accounts which enable the Members and wider stakeholder interests to understand the financial standing of the Club. This should be broken down into the Social Club activities and budgets relating to community programmes such as the children's holiday programmes or the pre-school breakfast club etc. It was indicated at the meeting that this is in hand and will be produced for the AGM.

#### **Action**

The need to produce audited accounts was reiterated to the Chairman at a meeting with the Director of Community & Partnership Services and Head of Community Services on 7<sup>th</sup> August 2014. Some accounts were produced, however these were not broken down or audited. Officers continued to urge MPCC to produce broken down and audited accounts. The new Committee Members have produced more detailed accounts, using a different accountant, however these are not broken down sufficiently to give a full picture of club activities. This is a concern, and it is believed this is the result of poor record keeping. However, the new Treasurer has informed Officers that detailed records are now being kept.

### **5.3 Committee Meetings:**

To ensure a schedule of main governing management committee meetings. It would be for the Group to determine the frequency of these but as discussed, a monthly meeting would seem appropriate. Again, it would be for the Group to determine the specific agenda items but it would seem appropriate for the following to be included; a financial report, reports of any sub-committee's or working groups and information regarding any key decisions to be taken by the Committee. As discussed this would seem the appropriate meeting to invite the Ward Councillors to, to enable them to have an overview and understanding of the future activities and governance of the Group.

**Action**

During the summer committee meetings were sporadic and Ward Members had not been invited to these, which was disappointing. However, since the change in Committee Membership Ward Members have been invited to Committee Meetings as observers. The Club have agreed to commit to monthly committee meetings, where Ward Members have now been invited as observers.

**5.4 New Committee Members:**

To be open, positive and welcoming to potential new committee members and to consider how any interested party can play a positive and active role in helping to shape the direction of the Club moving forward. Again, it was indicated that the Club is working with Crawley CVS to ensure the process for the AGM is fair and democratic.

**Action**

At the AGM in May 2014 the committee members were democratically elected. Prior to this, a meeting was arranged in February 2014 for interested residents to find out more about the Club. Since that date, and with advice from Crawley CVS, the key posts of Chairman, Treasurer and Secretary have changed.

**5.5 Self Assessment:**

Once the new management committee is elected after the AGM, to ask Crawley CVS to work with the Group to undertake a self-assessment of their current skills and capacity. Linked to this, to work with Crawley CVS to agree an action plan to respond to any skills or capacity issues identified through the self-assessment.

**Action**

On Thursday 4th September MPCC met with Crawley CVS to discuss self-assessment. This work is ongoing.

**5.6 Communications:**

To ensure all communications from the Group (to include directors, staff, volunteers and members) are professional and present a positive image of the Club to the wider community. This related to comments made via social media, and it has since been confirmed that all parties associated with the Club have been told about the importance of presenting a positive and community focussed image.

**Action**

Communications have improved regarding Social Media, and Ward Members are now being invited to monthly committee meetings as observers.

**5.7 Action Plan:**

To produce and agree a 'Year 2' action plan which sets out the priorities for the Group for the coming year including the community programmes and events they anticipate delivering.

**Action**

The committee has reflected on past successes and from this a programme of community events has been produced for the next few months. Recently, a Halloween event was undertaken in partnership with Stepneys, who run the café in the Pavilion, and further events are planned in partnership with Stepneys, some event ideas coming from a suggestion box at the Club. Membership of the Club now exceeds 500.

In addition to the work undertaken in respect of the MPCC, progress has been made towards the implementation of the recommendations made following a break in at Maidenbower Pavilion in September 2013.

## **6. Background Papers**

6.1 None.

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