



WYBERTON PARISH COUNCIL

Mrs Val Austin, Clerk, Wyberton Community Centre, 295 London Road, Wyberton, PE21 7DE
Telephone: 01205 351450 - Email: clerk@wyberton-pc.gov.uk

Dear Councillors,

You are summoned to attend the Parish Council Community Centre and Events Committee meeting which will be held on Saturday 12th September, at 10.00am in the Prince George Suite

Mrs Val Austin - The Clerk to the Parish Council, Dated: 6th September 2026

The Community Centre Committee will take recommendations over £2,000 to full council at the next Parish Council meeting.

The business to be dealt with at the meeting is listed in this agenda.

AGENDA

- 1. Chairman to open the meeting**
- 2. Apologies for absence:** To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting:
- 3. Declarations of interest** (if any): To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests
- 4. Minutes of the Parish Council meeting held on Saturday 15th June 2026-** To resolve as a correct record and to authorise the Chairman to sign the official minutes.
- 5. To elect a member of the public to the community centre committee:** for the ensuring year 2026/2027 –
 - To consider the co-option of Julia Moul to the Community Centre & Events Committee, in recognition of her active involvement in community activities, her willingness as a volunteer at the Community Centre, and her support in helping deliver many of the events held at the centre
- 6. Discuss & Resolve items relating to the Community Centre.**
 - 6:1: Events for 2026/2027 – Discuss**
 - Christmas Fair 28th November 2026
 - Senior Meal 12th December 2026



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6.2: Update on the renovations at the community centre

- Fans for the battery room
- CCTV installation – showing the key box and entrance
- New baby changing unit in disabled toilet
- Ceiling works – Should the Beacon Church still have the use of the fitted projector to the surround when the new ceiling is installed.

6.3: Update - Regular hires have access to the key box for opening and closing.

- To discuss key access arrangements for regular hirers. Most regular hirers now have access to the key box for opening and closing. The committee to consider whether to issue named key fobs to regular hirers, with pricing information to be presented at the meeting

6.4: Make the entrance to the community centre looking inviting – Update

- Cllr Allan Fryer to arrange for the pots to be secured to the ground, before putting the plants in. Possibly a spring job.

6.5: Purchasing a steam mop for the community centre main hall and PGS

- Details to be presented before the meeting.

6.6 : Poster to advertise the Community Centre

- The clerk to send the poster via WhatsApp to the community centre committee chat page, before the meeting.

6.7: Security Deposit payment

- To discuss how to prevent hirers booking the hall, and then cancelling without any contact.
- The clerk wants to introduce the following. Deposit Invoice & Booking Confirmation Process, to discuss updating the booking process so that only the deposit invoice is raised, remaining provisional until the full deposit is paid. If payment is not received within 3 days, the booking will be cancelled and the date released back to the public for hire.
- If the deposit invoice is paid on time the agreement and the rest of the hire invoice is sent to the hirer.

6.8: To discuss other related Community Centre issues.

7: To discuss & agree the date of the next meeting.

8: Any other business to be put forward to the next meeting.