

PROPERTY & CONFERENCE MANAGER REPORT

The following is a brief update of the key information:

1) Conferencing:

The Centre continues to be busy with both Room Bookings & Conferencing, and we have bookings in the diary until the Summer, and a few into the Autumn.

We continue to look to improve every aspect of our hospitality – front of house service; room layout & facilities; tea/coffee/drinks provision and catering.

I have included with this report a 'Conference Comparison Table', which shows the Conferencing gross income figures for September to January over the last three years.

I have also included, just for general information, a copy of the Saturday Bookings to date, which I prepare for the Christian Fellowship Church – this shows that the Centre is getting busier on Saturday and is used by a wider variety of organisations.

A number of the rooms look a little 'jaded', so over the next few months I am looking into how they can be improved.

Invoicing

All invoices have been issued for January 2017 and all outstanding invoices have been followed up.

Cafe

As the café forms a separate item on the agenda for discussion, my only comment is that I have been working with the café Team to review what we do and what we charge. I asked them recently to visit two other cafes in the area to see what we could learn from what they do – this was a very useful exercise.

We have agreed to revise the menu, including the look / format; external signage is also on our agenda – this is to look how we increase the day-to-day footfall of the café.

The Conferencing and meeting buffets are still receiving good feedback and the café Team do try to vary the menu as much as possible.

Licenses & Leases

These are still being signed by the 'regular users', ready for the Trustees to sign. As soon as they have all been completed I will advise the Council. Bernard will report on the current situation regarding the leases but my only comment would that we in the final part of discussions with two of our existing tenants who are looking to change / increase the amount of space they are currently renting - this will then allow us to see what space there is still to let.

Action 4(iv)

2) Oxford Place Centre

Since the last Counsel meeting there has been just general repair / maintenance undertaken on the premises.

We have started to clear the premises, especially the Centre Basement of all the unwanted 'clutter' and furniture; this will be undertake over the next few months.

The Gallery Lift - One of the major costs that needs to be considered is the replacement of the lift between the Chambers and the Gallery. The lift is an old Terry's make and Stannah have tried over a number of months to locate drawings and parts in order to repair it, but to no avail. I have now been advised that the lift needs to be replaced and Stannah has given a quote of £16,300 (Inc. VAT)

The Centre Basement – the communal, (corridors, toilets and kitchen), areas need some serious upgrading and redecoration; this will make it more attractive to potential views of the rooms. Also, the entry doors need to be replaced with a better and more user friendly entry system - an estimate for this work (excluding the doors), is £6,400.00 (Inc. VAT)

Fire Risk, Health & Safety

Feedback from one tenant has highlighted we need to undertake a review of all the Health & Safety, Fire Risk of the premises. This will be commenced wef Monday 13 February 2017 and I will report to the next Council meeting

Electrical Inspection

There was an attempt to do the remainder of the electrical inspection, (the Gallery and Oxford Chambers), but this failed for a variety of reasons. I have agreed some more dates with the electrician – Saturdays 4, 11 & 18 March 2017 – these have all been discussed with the tenants who will be affected by the Saturday working. One of the tenants we are trying to work around their schedule on Saturday' as I don't want to be in a position of having to consider paying any loss of earning. I will update the Counsel of the situation mid-March.

Action 4(v)

External Noticeboards

The two external signs have been ordered and I am awaiting confirmation of the wording / information they contain – once this has been agreed, the order will be placed to produced and fit the signs.

Action 7(ii)

Tenants Key Holder Register

Following the last council meeting I have commenced the collection and collating of information regarding to all our current tenants which includes a Key Holder Register.

Action 12 (vii)

Trustees Declaration (Charity Commission)

Following the last Counsel meeting I have changed the Declaration Form used for Trustees as advised. There are two outstanding Trustee Forms to be recorded and once the current accounts have been audited and approved they will need downloading onto the Commission website.

Action 12 (viii)

Recycling & Going Green

Following a recent conversation Deacon Jenny had with Christian Aid, I am going to discuss with our waste collection company about recycling and will research 'green' energy and our carbon footprint.

Tenants Meetings

I am looking to re-instate meetings with Tenants on a regular basis as soon as possible.

3) Staffing:

Following the last Council meeting I confirm that Rhea Wood's (Bookkeeper) resignation was accepted. Currently no arrangements have been made to replace this role and won't till after the outcomes of the recent review have been considered.

Action 10 (iv)

Action 10 (iii)

Review of working arrangements has also been put on hold, again waiting to see if there is any impact from the current review, or any outcomes from the creation of the new West Yorkshire District in September 2017.

One thing that I am currently reviewing with the Team is the cost effectiveness of evening bookings and how the cover should work to ensure the best use of the Team's time. Over the next few weeks I am looking to bring some flexible working and I the Council updated.