



BLOODMOOR HILL COMMUNITY CENTRE BUSINESS PROPOSAL

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Assistant Curate, Pakefield
PAKEFIELD CHURCH Causeway, NR33 0JZ

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PROPOSAL SUMMARY

We understand that the current trustees of the Bloodmoor Hill Community Centre (hereafter 'The Centre') have decided to step down from running The Centre. This has led to the closure of a popular centre for community use and, at a time of need during the pandemic, a lost opportunity for community initiatives. Pakefield Parish Church (hereafter 'the church') propose that a group of trustees, including members of the church electoral roll and/or the church leadership team, known as **The Bloodmoor Hill Community Association** (hereafter 'The Charity') will take on the running of The Centre under the church, as leaseholder for a peppercorn rent payable to East Suffolk Council. This will enable The Centre to reopen and be used by the church and the local community for the benefit of the local community.

RE: BLOODMOOR HILL COMMUNITY CENTRE, NR33 8WA

Bloodmoor Hill Community Centre is at the edge of the Industrial Estate and the residential estate beside Bloodmoor Road and Ribblesdale. It is located on the threshold of the church parish and serves a similar geographical location, namely, the people in the community of Pakefield and Carlton Colville. It is a building with a hall and conference rooms, located on a green with a play area.

The church has the agreement of other local parishes of Carlton Colville and Gisleham churches, and the Diocese of Norwich to approach East Suffolk Council with this proposal. There is also support from other local groups and networks such as Lowestoft Rising, Greener Growth, Faith Forum and ***?

MAP:

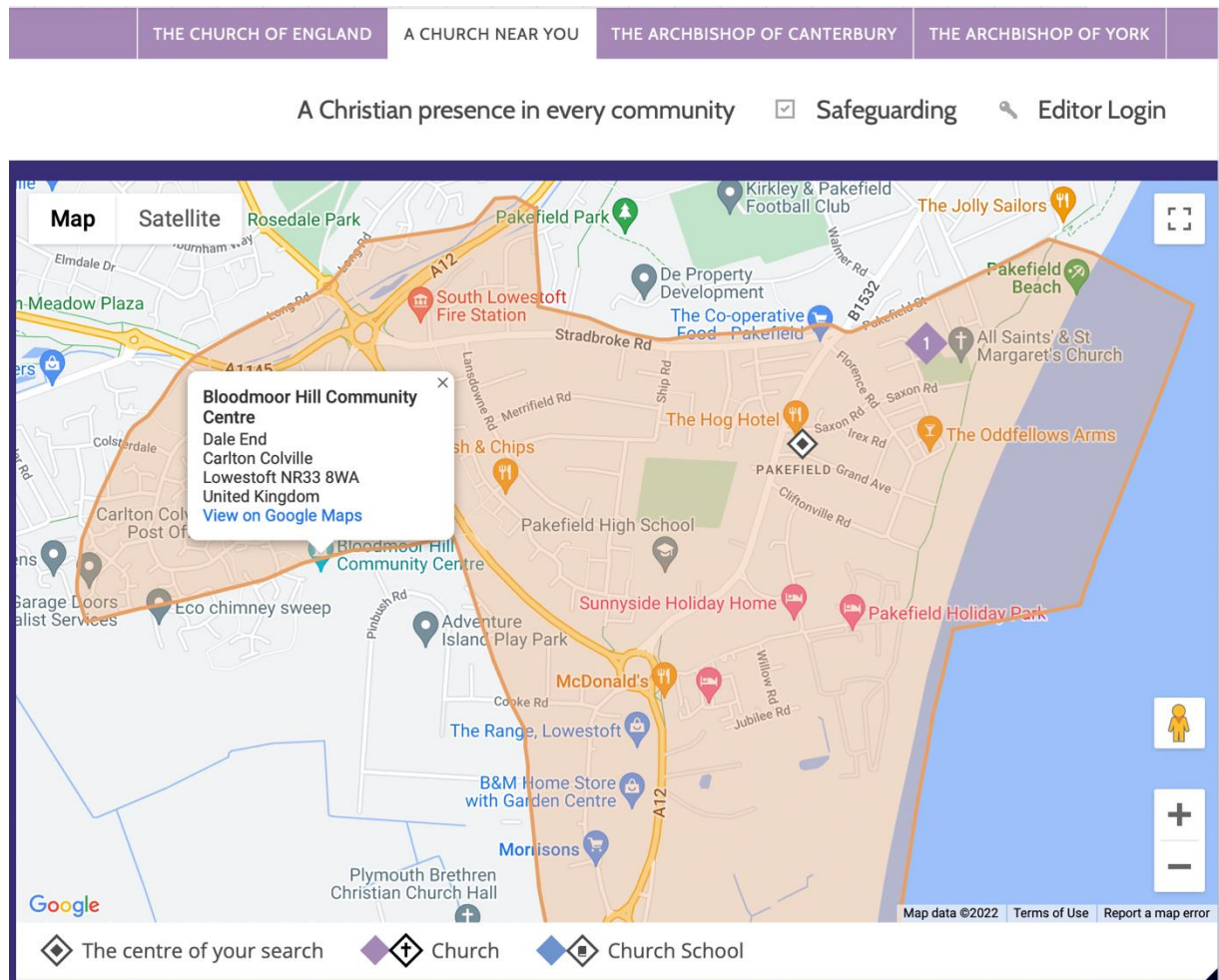


Figure 1: Map showing location of Community Centre and the boundaries of the parish of Pakefield (taken from 'A Church Near You' website: <https://www.achurchnearyou.com>)

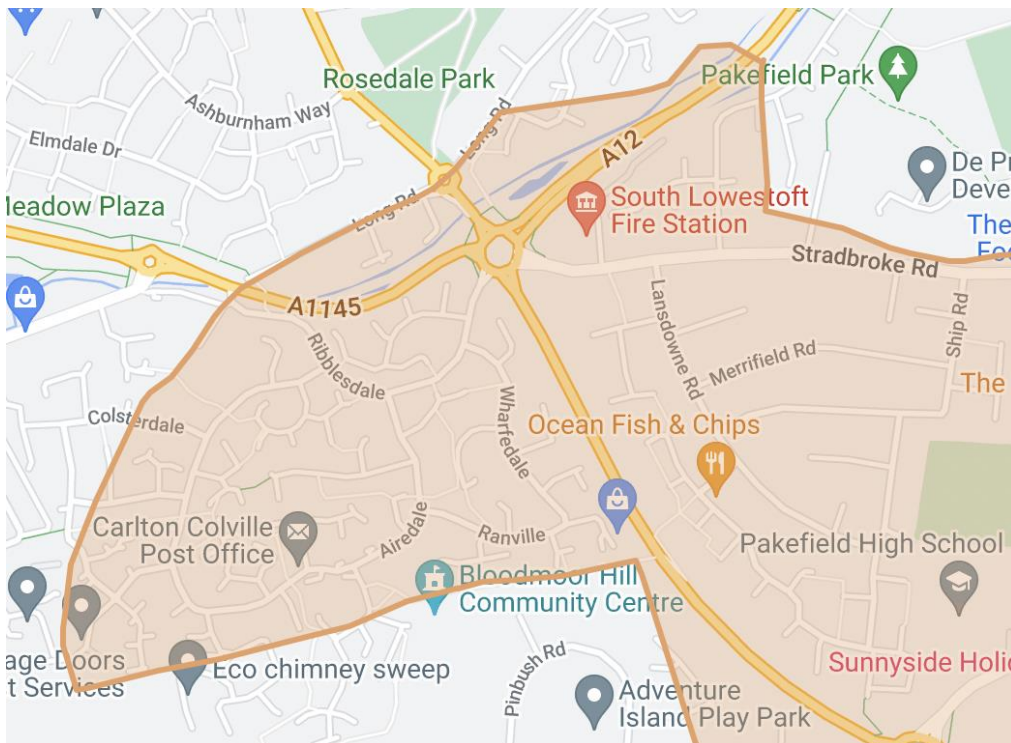


Figure 2: Showing how the Parish of the church serves the local community by The Centre
(Zoomed section of previous map without label)

PROPOSED GOVERNANCE STRUCTURE:

The Charity already exists (Charity number: 1050676) thus it would be necessary for the current trustees to have an AGM to vote in new trustees. It is agreed with the current trustees that they do not wish to stand again but would interview any new trustees. Naturally, the current trustees have been reticent to share major details until our proposal is approved by East Suffolk Council.

It is proposed that initially the Chair of The Charity would be The Rector of the church. With the agreement of the new trustees an updated constitution would be put in place and any existing covenants on the building would be understood before starting new activities or agreements.

The Charity would be run as a separate entity from the church but with a constitution agreement between the two that would allow integrated working. The Charity would be responsible for the running of The Centre with its own charity number and financial responsibilities as before. However, all decisions would require collaboration between The Charity and Pakefield Parochial Church Council (hereafter 'The PCC'). Thus, The Charity would need to produce a report for The PCC when requested.

VISUAL REPRESENTATION OF MANAGEMENT

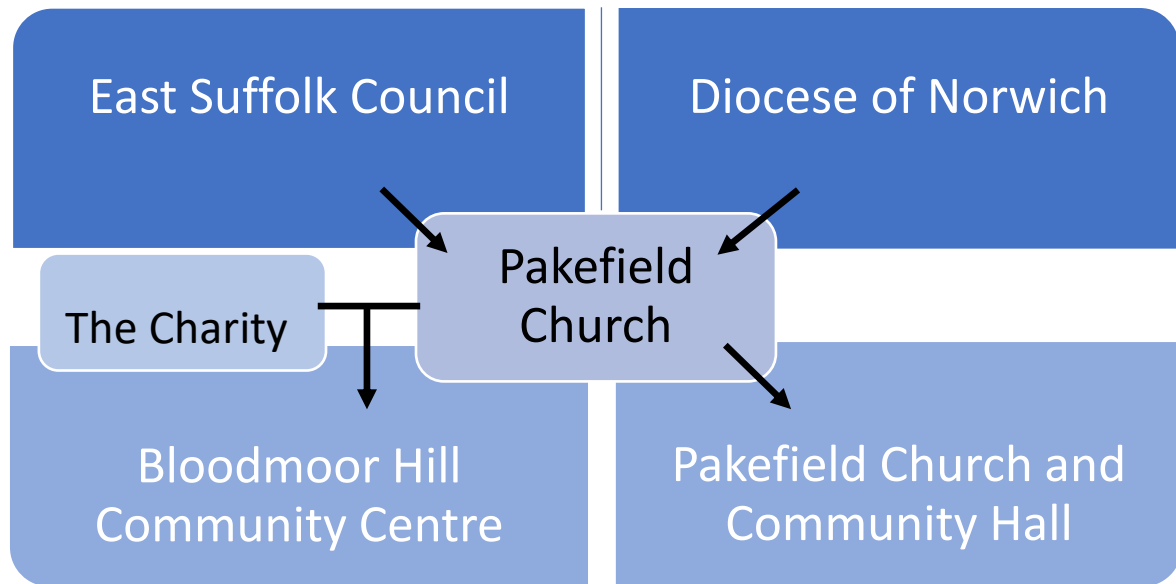


Figure 3: Showing the management of the community centres working together to serve the community of the Parish of Pakefield and Carlton Colville

QUALIFICATIONS OF THOSE INVOLVED:

PAKEFIELD CHURCH:

The church already have responsibility for Pakefield Church and Community Hall (hereafter 'The Hall'). The proposal would be that the two community centres are run in conjunction with each other with an overall aim: To serve the community of Pakefield and Carlton Colville, and to encourage community cohesion that promotes community life.

Note regarding the catering facilities – the most appropriate location for events that require catering would be arranged across the two sites.

The church has representation on existing community groups such as Pakefield Community Group which provide networks for advertising and promotion of events and groups.

The church has an existing structure, under the umbrella of the Diocese of Norwich, of safer recruitment and safeguarding practices for children and vulnerable adults that would be implemented in the running of The Centre. Aid would also be given in regard to insurance needs of The Centre.

There is an existing understanding of fundraising and experience in these events by the events team at the church, this expertise would be shared with those who are part of The Charity.

TRUSTEES:

Qualifications for different specific roles (e.g. Treasurer or Secretary) would be desirable

A wide range of skills across the trusteeship would be preferable but not requisite

Trustees would have a passion for their community and would preferably be resident of the estate surround The Centre.

Advertising for trustees for The Charity would be sent out through our networks including the Lowestoft Rising and voluntary organisations such as WI and other local networks in which the church is already involved.

UNDERSTANDING THE COVENANT:

As a group who already understand the use of covenants on Community Centres, The Charity would be able to keep the existing covenant and work within the agreed framework of prescribed opening hours, alcohol consumption, and the need for a community focus.

PROPOSED ACTIVITIES:

By The Charity in conjunction with the church:

- Youth group, aiming for a safe space for young people, promoted by Suffolk Youth Project
- After school clubs, aimed at local school needs
- Toddler group, set up via the Diocese PlayVan
- Community Coffee Morning
- Quiz evenings
- Regular community-focused fundraising events
- Community events at seasonal times (Halloween, Christmas, Easter etc.)
- Office space for bookings management and other workforce

The Charity would do regular activities that would improve The Centre such as litter picking. It is expected that the church would also use the facilities for groups subsidised by membership fees or membership donations. For example, £1 per child for entry to after school club (as is current practice at The Hall)

By the local community:

- PANTRY in conjunction with Lowestoft Rising
- Local interest groups (e.g. sewing group, bowls club, fitness club)
- Return of the WI and/or Brownies
- Community garden using outside space in conjunction with Greener Growth
- Local library set up in conjunction with Literacy
- Use of one office space for bookings and meetings
- Weekend bookings for children's parties etc.

This list is not exhaustive but representative of the sort of activities expected given the evidence from the running of The Hall. The Charity would aim to have a spread of activities available at the The Centre to best serve the local community. It would be a priority for The Charity to ensure these activities combat social isolation and promote well-being across different age-ranges.

PROPOSED UPKEEP ARRANGEMENTS:

It is anticipated that the best way of ensuring the quality of the upkeep of the building and its facilities would be that there be a contract cleaner and maintenance contract for the premises. Other maintenance agreements such as a hygiene bin contract would also be arranged by The Charity.

Bookings management would initially occur via the existing arrangement, as for The Hall, to allow the two sites (The Hall and The Centre) to be run in conjunction with each other to maximise capacity. This would be reviewed after a period of six months regarding workload.

FINANCIAL PLAN:

It is understood that there will be upkeep expenses, however, The Charity would anticipate that, over time The Centre will provide the income necessary to cover these expenses. The financial aim for The Charity is not to make a great profit but instead to meet costs, any profits would return to aid the running of The Centre to benefit the local community.

This will be achieved by:

INCOME

- rates of hall hire for large hall area as at The Hall (£25 per hour)
 - based on usage at The Hall estimated income £**** pcm
 - based on current proposals estimated income £2700 pcm
- rates of hire for meeting rooms as at The Hall (£15 per hour)
 - based on usage at The Hall estimate income £**** pcm
 - based on current proposals estimated income £300 pcm
- groups to provide their own supplies (e.g. tea/coffee etc.) any storage requirements will be added to the fees (at £**** psm pcm)
 - estimated income £***** pcm

*Monthly estimated income £***** pcm*

*Annual estimated income £******

EXPENSES

- contract cleaner/caretaker (at the rate of £15 per hour per person)
 - estimated cost £1000 pcm
- bookings management (at the rate of £15 per hour, 6 hours a week work)
 - estimated cost £200 pcm

Note this figure has taken into consideration the initial proposed shared bookings management system

- maintenance costs (including repairs spent as required)
 - estimated cost £150 pcm
- general bills
 - water estimated cost £20 pcm
 - sewerage estimated cost £15 pcm
 - heating/energy estimated cost £350 pcm

Note that this estimation includes an adjustment given the rising energy costs

- internet estimated cost £100 pcm
- insurance (buildings and contents)
 - estimated cost £100 pcm

Note that hall users would need to ensure their own insurance for the activities they run

- general supplies (e.g. toilet roll, general cleaning supplies...)
 - estimated cost £50 pcm
- bin contract (****hygiene bin and refuse collection?)

- estimated cost £**** pcm
- site security
 - estimate cost £**** pcm

*Monthly estimated expenses £**** pcm*

*Annual estimated expenses £******

INITIAL SET UP AID EXPECTED

- Mission enablers equipment for clubs estimated income £100 - £500
- Council grant (via ****) estimated income £***
- The church PCC estimated income £*****

Expected income less expenses (excluding set up aid)

*Monthly estimate £**** pcm*

*Annual estimate £******

CLOSING STATEMENT

This proposal is put forward on behalf of The PCC of the church, with the agreement of the Diocese of Norwich. It is hoped that, under this proposal, The Centre will once again be a community space for local people, serving the community of Pakefield and Carlton Colville.

Thank you for your consideration of this proposal.