

Agenda item no.	18
Subject	Internet Cafe Liaison Group
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Report to	Burwash Parish Council
Meeting date	14/05/2019

1. Introduction

The Internet Cafe Liaison group met for the first time on Thursday 9 May, 2019. Internet cafe volunteers were represented by Lesley Elmslie and Keith Lloyd and Burwash Parish Council by Councillor Betty McBride and Councillor Ian Rees (standing in for Councillor Jason Caulkin).

We agreed to keep the group membership at four, with an understanding that councillors or volunteers will be brought in to deputise should one of us be unavailable. Councillor Rees would be welcome to attend any meeting. Going forward, we agreed to liaise with Keith and Lesley for matters concerning the Internet Cafe. If for any reason a councillor or the Clerk need to contact another of the volunteers, Lesley has asked to be copied in.

The meeting heard that the annual income for the Internet Cafe 2018-19 was £397. The volunteers felt the figure should be higher by £20-£30 and we will look into this.

The new system of taking donations rather than charging for the Internet Cafe is working well. It was agreed that we would monitor donation levels for the next three months (May-July) and compare with the 2018 income figures for the same period.

2. Actions

Some practical steps, arising from the risk assessment and health and safety requirements, were agreed:

- A. Tape down the carpet to rectify the current trip hazard
- B. Re-gas one of the office chairs
- C. Change the door code regularly. A new code was agreed, effective 1st June 2019.
- D. A lockable cupboard is needed to house laptops and the projector securely
- E. Lesley Elmslie will work with the Clerk to establish a timetable for the required Health and Safety & Safeguarding training for the volunteers
- F. A draft Health and Safety & Safeguarding policy will be on the agenda of the next Liaison meeting (towards the end of June)
- G. The list of Parish Room (Internet Cafe) key and code holders has been given to the Clerk and the two sets of office keys held by volunteers will be returned to the Clerk.

The Wi-fi code for the parish room will now be prominently displayed on one of the walls.

The Clerk will be responsible for all bookings for the Parish Room. Current booking dates for Internet Cafe workshops will be confirmed by Lesley Elmslie and the Clerk is asked to note the Patient Participation Group (PPG) booking times.

The volunteers reported that the quality of printing from the new printer was very poor - colour and black & white inks appear faded. The Clerk is asked to review the guarantee to see if the machine is fit for purpose.

It was a useful, forward looking meeting. The volunteers are going to explore the idea of a “pop-up” Internet Cafe with Burwash Common Pavilion.

Having highlighted the areas that need refurbishing or repair (decorating required inside and out; windows that don't open; leaking door frame and a cracked and cracked pathway) we went on to discuss the positives - making the best use of the space. Mindful of a long-term ambition to establish a Community Hub - the liaison group recommends that the Parish Council apply a “cost-effective” mindset and use what money we have available to us in this year's budget to refurbish the Parish Room in such a way that the Internet Cafe and the Parish Council can conduct business in an efficient manner, and any furniture choices are flexible enough for future use.

3. To resolve:

A. That the Clerk:

- Task the Handy Person to make safe the carpet in the Parish Room and arrange for the office chair to be repaired
- Contact Lesley Elmslie to arrange an H&S and Safeguarding training timetable.
- Purchase a lockable cabinet to house laptops and the projector.
- Draft a Health and Safety and Safeguarding Policy for the Internet Liaison Group.

B. Members from the Community and Communications workstream will draft a cost-effective plan within the existing budget to update the existing facility to enable it to host parish council meetings and the Internet cafe efficiently and safely over the next 1-2 years. This action to be taken in conjunction with the refurbishment of the Parish Office.