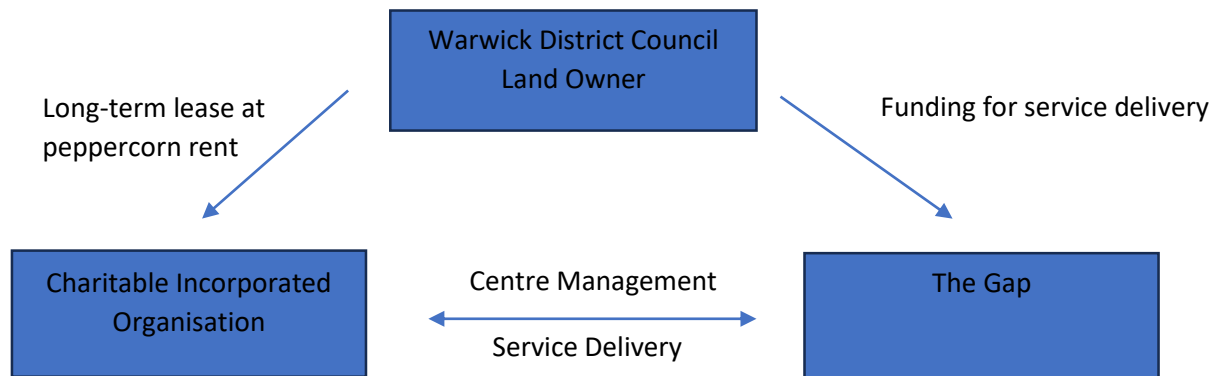


Option C: Priory Pools Community Centre – Structure and Working Relationships

It is proposed to establish a new Charitable Incorporated Organisation (CIO) which will carry out the fundraising for the new Priory Pools Community Centre, and subsequently be responsible for the running of the centre. The CIO will be governed by a Trustee Board, which will include a number of local residents. It is important to understand how this new CIO will interact with both Warwick District Council and The Gap, and where the roles and responsibilities will lie between the three parties. This paper outlines the key responsibilities of each party.



1. Warwick District Council

a. Land

WDC will retain ownership of the land where the building is situated, and will provide a long term lease (199 years) at a peppercorn rent to the Priory Pools Community Centre CIO.

b. Fundraising phase

WDC has already agreed to fund £250k towards the build - £25k upfront to fund surveys and design work, with a further £225k towards further design and build costs.

c. Service Contract

WDC will provide funding for the provision of a Community Development Worker (CDW) and some services. The current service delivery contract with the Gap will be extended until 2030 to allow continuity and track record to be demonstrated to potential funders. The current £30k contract allows/enables The Gap to employ a part time CDW and some services in the Packmores area. The proposal is to maintain this level of funding (inflated) until the centre is open, but move to the funding of a full time CDW at this time, to allow enable longer centre opening hours and more services to be provided. This will increase the contract to £40k (inflated) once the centre is open.

2. Priory Pools Community Centre Charitable Incorporated Organisation

a. Lease

The CIO will hold the lease for the Community Centre from WDC.

b. **Fundraising phase**

The CIO will hold the capital funds raised. Grant applications will be made by the CIO, which allows fundraising from organisations who would not fund public body applicants and want to see an already established independent body. It will also ensure separation from The Gap's fundraising activities, and ensure that their activities are not compromised. Any issues around the CIO not having a track record are mitigated by the ongoing contract with The Gap for service delivery.

c. **Building responsibilities**

The CIO will be responsible for the payment of rent, rates and utilities, along with cleaning and caretaking.

d. **Centre Management**

The CIO will aim to employ a part time centre manager to deal with bookings, bookkeeping and maintenance. A key part of this role will be to generate income for the centre to provide sustainability. In the initial years some revenue fundraising will be required to help to cover the costs of the centre, and this will be included in the fundraising plan. The CDW will assist with some aspects of centre management, such as opening the centre to users at times that the centre manager is not present. It is envisioned that volunteer residents will also be involved in the running of the centre.

e. **Community Café**

The CIO will have the facility to operate a community café which will be open at set times depending on what activities and services are on offer. During the summer holidays it is the aspiration to open this for more hours to allow those using the play area and park to come in for refreshments, giving them the opportunity to experience the centre.

3. **The Gap**

a. **Service Delivery Contract**

The Gap's contract with WDC to provide services in the Packmores area will be extended until 2030 as outlined under 1c above. Until the new centre is open, The Gap will continue to provide services from the current Packmores Community Centre, as per the current contract.

Once the new centre is open The Gap will work closely with the CIO to provide additional services to ensure the new facilities are utilised effectively local needs are met. This will include Youth and Older Adult services, and bringing in other service providers, such as Citizens Advice, mental health services, and addiction services.

The Community Development Worker will assist the part time Centre Manager in the running of the new centre.

b. **Support and Expertise**

The Gap will be able to advise the new CIO on the running of the Community Centre, and support where appropriate with administration.