



**BEECHWOOD COMMUNITY  
CENTRE**

**HOMEOWNERS  
NEWSLETTER**

**JUNE 2020**

## **THE CENTRE IS RE-OPENING ON 4<sup>TH</sup> JULY**



**FOOTBALL IS BACK ON YOUR 4metre SCREEN**

**PROMOTIONAL DRINKS OFFER FOR JULY**

**WE ARE AWAITING FURTHER GUIDANCE ABOUT THE  
REOPENING OF THE POOL**

Hello everyone, we hope you and your family have managed to stay safe throughout lockdown. For those that haven't we send our best wishes and a hope that things will get better for you soon. As we have been unable to go about our normal lives, we can be thankful that the weather has generally been amazing. Walking the streets of Beechwood shows that the glorious temperatures got us all out working in the gardens!

We are all keen to venture out as restrictions are slowly being lifted. Even so we must remember that Covid -19 is still very much out there, so the message is be alert, be sensible, be patient and bear with us as we adapt to the new normal within the Centre.

Throughout lockdown we have kept the building open for a limited number of hours. It's been encouraging that so many of you have called up to chat or seek advice and have generally shown an interest in what's happening in our community. We had a small group of volunteers who were willing to respond to requests for shopping assistance etc., A big thank you to those who offered to help. Perhaps surprisingly we have continued to get a high number of requests for function bookings, so life goes on and planning for those special occasions is very much in the minds of many.

Kellie Ledward is the new person taking care of the day to day operations of the centre. She replaces Chris Jones our previous centre manager, who will now continue to work for us as a hospitality supervisor/key holder. Kellie as our Covid-19 officer and others have kept the directors informed (at weekly Zoom meetings) to ensure we are covid-19 updated. At these meetings the directors and myself have spent time planning for our reopening. We are awaiting the delivery of Perspex screens for the service areas and have increased cleaning supplies and regimes, bought sanitizer dispensers (only to be told that they cannot supply the liquid pouches at this time) so alternatives have been sourced. We have created new signage to help visitors navigate around the

building. All these requirements have been costly even hazard sticky tape has more than trebled in price!

Lockdown has given us the opportunity to undertake essential building maintenance. That is continued roof repairs, internal decorating ready for the eventual reopening of the facilities. We have acted on industry advice and have kept the swimming pool thoroughly maintained and in working order (pumps, water quality and general pool monitoring) this will allow us to open as soon as we are told that it is safe to do so.

You will have seen the exterior of the building which is looking great having been repainted. Thanks once again the Local Council area forum for the grant of almost £5k. It's hard to believe ten years have passed since it was last done.

### **REOPENING OF THE CENTRE 4<sup>TH</sup> JULY 2020 What to expect**

In line with Government and other relevant statutory bodies guidance and advice, our re-opening is based on ensuring we can operate safely, and that each area of the business can resume if it is economically viable to do so. We have a comprehensive risk assessment in place and consider we will be Covid Secure by implementing the following measures:

- A thorough deep clean of the building during week commencing 29<sup>th</sup> June.
- A one-way system throughout the building
- Floor and wall signage
- Social distancing set out a 1.5metres in the reception area, bar and function room.
- Separate entrance and specific one-way system for the swim school when it reopens.
- Screens erected around service areas
- Hand sanitisers in key locations around the building
- Strict ongoing cleaning/hygiene protocols
- Restricted access to toilets
- Contactless payments preferred
- Limited staff on duty at any one time, who have been briefed on safe working practices.
- Expectation that visitors and customers will be patient and respectful to staff.

**BAR SERVICES WILL OPEN FROM 12 NOON ON 4<sup>TH</sup> JULY we intend to follow our usual licencing hours over 7days.** Please support us in keeping everyone as safe as possible.

*The government are recommending that we have a daily visitor list, name and telephone number (that will be destroyed after 21 days). This is to ensure that if in the unlikely event we are informed that a visitor to the centre has contracted the virus, individuals can be contacted so that they can take the necessary action for their own safety. It is crucial that if you have been in recent contact with a person who has the virus or if you have symptoms that you do not visit the centre.*

- The main entrance will now only be used to exit only for the building
- The entrance to the bars will be via the fire exit in the function room
- Sanitise your hands as you enter
- Signage will direct you through the one-way system to and away from the bars
- Signage for service will be set out on the floors
- Bar staff will be shielded from direct face to face contact with visitors
- Drinks will be served in plastic glasses (you can bring your own glass for your use, but it will not be washed by staff)
- Contactless payments preferred
- There can be no standing or sitting at the bars
- Social distancing, at 1.5metres for the lounge bar and function room have been set to accommodate 36 and 48 seated individuals, respectively.
- Up to two households (eight people) can sit together at a table this may include children and young people.
- Signage to the toilets will be clearly marked - only two people at a time to be in either male or female toilets
- Cleaning processes will be ongoing throughout the day/evening
- Initially the pool table will be covered until further guidance is provided.
- Food of any kind cannot be brought into the centre. (during football games there will be complimentary snacks).
- Drinks promotion for the whole of July all draught beers under £3 and bottles of wine £11

These measures are under constant review and will be amended in line with Government guidance. It is crucial that all visitors adhere to them if we are to keep everyone in the building safe.

## **SWIMMING AT THE BEECHWOOD**



**Swim school** Although we have been following the Covid guidance from several statutory bodies over the last six weeks, we are disappointed that we are unable to open the swim school on 6<sup>th</sup> July due to latest government advice.

We have relaunched the Beechwood Swim School which will now be fully managed by our own experienced and qualified Aquatics Managers who will have responsibility for all our wet area activity, pool maintenance and training. In the past the day to day management of the swim school was outsourced. The new way of working is more cost effective, and directly accountable to us as the centre owners via the Board of Directors.

We had a competition to design a new swim school logo which is now adopted for advertising and promotional purpose. We have written to all swim school parents and have had a massive positive response to coming back to lessons as soon as possible (we produced a short video to reassure parents that we are safe and ready to teach their children again) albeit in smaller class sizes at the present time.

The income from the swim school is a key revenue stream for us, so we will open swim school as soon as we can.

**General swimming** - although we cannot offer general swim sessions, yet it is likely that we will be offering pre-booked small group/family sessions as soon as the Government allows. We will update this on our FB page the website and notices boards as soon as we have any new guidance.

## **FUNCTION ROOM BOOKINGS**

The guidance currently states we can have gatherings for more than 30 people but no dancing or live music, and currently we have no indication of when this might change so we have it under constant review and are communicating with those who have already booked or wishing to do so. We will update this on our FB page the website and notices boards as soon as we have any new guidance.

## **COFFEE SHOP**

The income from the coffee shop is in the main, generated by the afternoon and weekend swim school activity, so we are not planning to open the coffee shop until we can be confident that the customer base is at least back to where it was before. We are taking this closure as an opportunity to review the coffee shop to determine whether we have the right business model. If anyone out there has any experience or interest in helping to revamp the coffee shop as a welcoming community hub, we will welcome your ideas so please get in touch.

## **HOMEOWNER FEE**

In our last communication to you we stated that the fee would remain the same as last year (£13.10 management costs plus £6.90 bank loan repayments £20 per month) as shown on the tables below (which was presented at the last AGM) We advised as we always do that if anyone is in financial difficulty, they could contact us in confidence to discuss a pause in payment or agree a payment plan.

## HOME OWNER FEE BREAKDOWN



Management and Administration Costs	Annual Costs	Monthly Costs per homeowner
Business rates	£15,500	£2.41
Security	£ 3,790	£0.59
Insurance	£ 6,560	£1.02
Maintenance (including roof repair rolling programme)	£15,040	£2.33
Managing Director fee	£20,000	£3.10
Administration costs	£14,930	£2.33
Professional fees	£ 2,046	£0.31
Contingency	£ 6,550	£1.01
<b>Total:</b>	<b>£84,416</b>	<b>£13.10</b>
Each Homeowner pays £157.19 pa or £13.10 per month		

## HOME OWNER FEE SUMMARY 2019/20



	Annual Totals	Per Month
Homeowner management monthly fee	£84,416	£13.10
Extension and Refurbishment loan taken out in 2015	£18,687	£2.90
Pool Refurbishment Contribution	£25,776	£4.00
<b>TOTAL</b>	<b>£128,879</b>	<b>£20.00</b>

A few people have asked why the homeowner fee was still applicable during in lockdown when the facilities were not available, the reason for this is the fee we pay as owners is for the fixed costs of administering and managing the building, most of which still have to be paid irrespective of the closure. However, if there is any adjustment to be made it will be clarified and discussed at the next AGM in March 2021 where a detailed financial presentation will be provided.

For your information I attach the business costs from last year's AGM to demonstrate that the facilities and services we provide are not included in the home owner fee they are paid for by the all customers using the Centre irrespective of where they live. However, during the lockdown, we had no income but with significantly reduced business costs.

## ANNUAL BUSINESS COSTS



• Waste collection	£ 5,500
• Gas/Electricity	£ 33,000
• Water	£ 7,400
• Sky and BT	£ 8,000
• Cleaning	£ 9,500
• EPOS	£ 4,000
• IT /Communication Support	£ 3,900

Homeowners do not pay towards any of the business costs

## STAFFING THE CENTRE



- The Centre is open for 110 hours a week based on meeting the needs of our users
- The staffing of the Centre costs £38.40 per hour

Homeowners do not pay anything towards these staffing costs

As we try and rebuild the business side of the Centre, we hope you as owners will support the facilities as each area of the business resumes. We are always happy to hear of new ideas and ventures that will increase owners use of your building.

Eileen Meredith

On behalf of the Directors

07970 40482



