

JUBILEE COMMUNITY CENTRE

**Minutes of the Management Committee Meeting – Wednesday 22th May 2019
Town Council Offices, 7:00pm**

Present: Cllr D J Sharman (Chair, DMTC)
Cllr F E Daymond (DMTC)
Cllr J W Doyle (DMTC)
Mr J Robinson (DADs)

Mrs N Westwood (Acting Town Clerk)

The Chair notified those present of the evacuation procedure. The Chair reminded those present that mobile phones should either be switched off or turned to silent or the duration of the meeting.

1. To receive Members' apologies for absence

An apology was received from The Mayor, Cllr Hayes (work) and Jamie Youngs (work).

The apologies were accepted.

2. To receive Members' declarations of interest

There were no declarations of interest.

3. To approve the minutes of the JCC Management Committee meeting held on Wednesday 13th March 2019

It was noted that the date of the minutes was incorrect, once amended there was a unanimous acceptance of the minutes.

4. To approve payment of bills of the Jubilee Community Centre (Appendix 1)

In accordance with the current arrangement the bills for April 2019 had been paid but still required formal approval, in addition to the bills for May 2019.

Proposed – Cllr Daymond

Seconded – Cllr Doyle

‘That the bills on the attached schedules be approved for payment.’

All in favour

5. To review new telephone line quotation

The Committee had previously asked the Clerk to investigate alternative providers for the telephone line as the price was ever increasing.

The currently monthly bill is £30.10 ex. VAT, plus calls.

Onecom, who are wholesalers, have quoted £18.99 ex VAT with calls to UK Landlines at 1.5 pence per minute and calls to UK Mobiles 7 pence per minute. There is a fully itemised bill and no price increased for 60 months. The telephone line would remain as it is with no disruption or exit fees.

Proposed – Cllr Doyle

Seconded – Cllr Sharman

‘The Jubilee Community Centre Management Committee accept the quotation from OneCom as outlined’

All in favour

6. To receive Bank Reconciliation accounts for March 2019 and April 2019 (Appendix 2)

The Committee were reminded that the Bank balance as at 05 March 2019 was £47,185.65.

The Bank balance as at 22 May 2019 is £44,653.22

The Committee received the accounts for March and April 2019.

7. To discuss end of year accounts for 2018 / 2019

The Clerk made members aware that as the turnover for 2018/2019 was over £25,000 a report will need to be submitted to the Charity Commission. This report will be ready to present at the next Trustee meeting.

8. To receive an update of current usage

The Committee were advised that there is a new hirer trialling 3 dates across July & August 2019 with a view to making a regular booking if the booked dates are successful.

9. To review hire charges

The Committee received correspondence from Jamie Young of Smile Fitness.

Proposed – Cllr Doyle

Seconded – Cllr Sharman

‘The Jubilee Community Centre Management Committee reduce the hire charge to £10.00 per hour for a period of 3 months for further review in September 2019.’

All in favour

10. To complete a 24 month review of Boxing Club rent

The Boxing Club currently pay £216.66 per month which equates to just under £2,600 annually.

The Club attendance remains low and Mr Kirby is currently making a loss.

Proposed – Cllr Sharman

Seconded – Cllr Daymond

‘The Jubilee Community Centre Management Committee waive the boxing club rent until a building survey has been completed.’

All in favour

11. To discuss renovation request from Steve Kirby, Boxing Club

The Committee were advised that Mr Kirby believes the ATC Hut walls to be failing and that they require recladding.

The Clerk has investigated the cost of obtaining professional opinion on this matter with a view to the Committee making decisions based on the outcome. The cost for Landles to complete the inspection is £100 plus VAT.

Proposed – Cllr Doyle

Seconded – Cllr Daymond

‘The Jubilee Community Centre Management Committee authorise Landles to complete an inspection of the ATC Hut at a cost of £100 plus VAT.

All in favour

12. To discuss stolen smoking bin

The Committee were advised that the smoking bin had been stolen from the JCC however the caretaker was unsure when this occurred so the matter could not be taken further.

The Clerk has investigated other options including a Fire Bucket at a cost of £19.99 (including VAT) plus fire sand at a further cost of £19.99 (including VAT) from Screwfix.

Alternatively, the Committee may wish to consider a wall mounted cigarette container at a cost of circa £40.00 (excluding delivery) from various retailers.

Proposed – Cllr Sharman

Seconded – Mr Robinson

‘The Jubilee Community Centre Management Committee authorise the Clerk to purchase a wall mounted cigarette container at a cost of circa £40.00.’

All in favour

13. To discuss and agree actions regarding maintenance issues

The Committee were advised that there had been complaints about cleanliness from Clever Clogs.

The Clerk has discussed this with this issue with the Maintenance Supervisor.

Members would like more information on the complaint, was it a general cleanliness issue, or a particular area? The Clerk was tasked to investigate.

14. To discuss Legionella Assessment

The Committee were advised that both the ATC Hut and JCC were assessed on 15 May 2019.

The recommendations are:

ATC Hut	Remove or repair Water Heater in the Office which has been disconnected. There is currently no hot water however this is acceptable as long as soap is available to use when hand washing. If hot water is reintroduced then it is recommended ‘Caution Hot Water’ signs are displayed. Initiate monthly temperature checks, annual sampling regime and ensure that those completing the checks are given Legionella Awareness Training. Descalate taps and maintain on a regular basis with records kept.
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Ensure if there are any periods of non consecutive use for 7 days or more that a flushing regime is introduced.

JCC

Weekly flush of showers / quarterly descale with records kept.

Descalate taps and maintain on a regular basis with records kept.

It is recommended 'Caution Hot Water' signs are displayed.

Correction needed on temperature of water in some areas. Some too high, some too low.

Proposed – Cllr Sharman

Seconded – Mr Robinson

'The Jubilee Community Centre Management Committee agreed to implement the recommendations of the Legionella report. Regarding the Water Heater the Committee chose to have the heater removed.'

All in favour

15. To receive an update from JCC user groups

- i) Scout Hut – No update
- ii) Boxing Club – items 10 & 11
- iii) DADS – Mr Robinson had nothing to report.
- iv) Football Club – No update
- v) Silverdale Centre – Confirmed no longer in attendance
- vi) Clever Clogs – item 13
- vii) Smile Fitness – item 9

16. To discuss Committee membership

The Committee were asked to consider if they wished to consider being on the Committee following the start of the new Council Term. All members were happy to remain on the committee.

The Chair thanked everyone for attending and closed the meeting at 8:45pm.

Chair

Date