

JUBILEE COMMUNITY CENTRE

**Minutes of the Management Committee Meeting – Wednesday, 12th September 2018
Town Council Offices, 7:00pm**

Present: The Mayor Cllr D J Sharman (Chairman, DMTC)
 The Deputy Mayor Cllr J W Doyle (DMTC)
 Cllr F E Daymond (DMTC)
 Cllr R Turner (DMTC)
 Mr J Robinson (DADS)
 Mr R A Davidson (Deputy Clerk DMTC)
 Ms C Y Dornan (Senior Administrator DMTC)

The Chairman notified those present of the evacuation procedure. The Chairman 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 Cllr Pegg (ill-health).

The apology was accepted.

Cllr Starreveld, Mrs D Dane (Silverdale) and Mrs Calvert (Football Club) did not attend the meeting.

Cllr Turner attended the early part of the meeting however had to leave at 7:15pm for an alternative meeting

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 11th July 2018

Proposed – The Deputy Mayor, Cllr Doyle

Seconded – Mr J Robinson

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 new arrangements the bills for July had been paid but still require formal approval.

Proposed – Cllr F E Daymond

Seconded – The Deputy Mayor, Cllr Doyle

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

All in favour

5. To receive Bank Reconciliation account for June, July and August 2018

Members were advised that this information was not available due to Cllr Thompson being unwell and staff shortages. With the appointment of Ms C Y Dornan (Senior Administrator) and clerk to the committee, this will become her responsibility going forward. To be presented at the next Management Committee Meeting.

6. To receive update on current usage

Members were advised that this information was not available due to staff shortage. With the appointment of Ms C Y Dornan (Senior Administrator) and clerk to the committee, this will become her responsibility going forward. To be presented at the next Management Committee Meeting.

7. To receive Fire Risk Assessment

Members were advised of recent Fire Risk Assessment.

Recommendations include

- i) an Annual Gas Safety on the building. It was suggested that Gaswise Services Ltd be instructed.
- ii) Emergency Lighting outside the premises be reviewed. It was suggested that M W Electrical were consulted to quote for back up battery powered lighting in the flood lights or an outside light be fitted in a suitable location and protected from vandalism by a cage around the head of the fixture.
- iii) A designated smoking area be introduced to the letting agreement. It was considered sensible.

Proposed – Cllr F E Daymond

Seconded – The Mayor Cllr D J Sharman

‘That the Fire Risk Assessment be accepted and the recommendations be implemented.’

All in favour

8. To receive request from Boxing Club

Mr R A Davidson (Deputy Clerk) advised that he had received an e-mail from Mr Kirby following the issuance of the July 2018 invoice which was due for payment by 31 August 2018. The Deputy Clerk read the e-mail to the members. The content advised that Mr Kirby was struggling to afford the rent due to a lack of interest in the club. It was considered that the usage had reduced due to the heat over the Summer.

The Deputy Clerk advised that Bob Casey NCC Youth Worker may be able to assist in obtaining a grant for three thousand pounds however this is not guaranteed.

Proposed – The Deputy Mayor, Cllr Doyle

Seconded – The Mayor Cllr D J Sharman

‘That Mr Kirby be given a 3 month payment holiday to allow a source of funding to be attempted and invite Mr Kirby to the next meeting to provide an update’

All in favour

9. To receive an update on maintenance issues

i) JCC fascia board

Due to the boarding containing asbestos traces Mr R A Davidson (Deputy Clerk) advised that the Town Council Health & Safety Consultant Mr Robert Wise had undertaken a risk assessment and devised a safe scheme of work for employees of Downham Market Town Council to fix cladding to the fascia board with minimal damage to the original boards.

The Deputy Mayor, Cllr Doyle requested that a quote be obtained for the lengths of new cladding. Quote to be obtained to clad the whole of the building or just the front and sides.

The Mayor Cllr D J Sharman reminded the members that we also need to obtain personal protective equipment for the job.

ii) Manhole covers

Members were advised that since the manhole covers were screwed down that there have been no further issues.

iii) Skateboard Park

Mr R A Davidson (Deputy Clerk) advised that the Annual Play Equipment inspection had been completed.

There were 2 very low risk items and 5 low risk items.

It was requested that the Deputy Clerk and Senior Administrator review the document and present their recommendations to the Committee at the next meeting.

The members were advised that the manufacturer considers the facility to be fit for purpose with commentary that on-going maintenance will be required. It was requested that the Senior Administrator obtain a quote from Highline for recovering the Skateboard Park.

10. To receive an update on the future development of the Jubilee Community Centre

Mr R A Davidson (Deputy Clerk) advised that the deadline to submit a request for financial assistance for the re-development of the Jubilee Community Centre through the Leader Project was 25 September 2018. The Deputy Clerk has reviewed the sub sections of the grant and it does not appear that our requirements meet the remit of the fund.

The Chairman Cllr Sharman requested Mr R A Davidson (Deputy Clerk) to contact the BCKLWN Leader Cllr Brian Long to arrange a follow up meeting regarding potential BCKLWN assistance.

11. To receive an update from JCC user groups

i) Scouts

Mr R A Davidson (Deputy Clerk) advised that the hirer will no longer be completing works on the Car Park surface due to the relocation of the leader who was arranging for works to be completed. The Deputy Clerk also confirmed that the hirer is aware that they have not paid the ground rent (Ten Pounds) and this will be forthcoming shortly.

The Chairman Cllr Sharman acknowledged this information and suggested that Claire Y Dornan (Senior Administrator) investigate the cost of completing the works and contact Frimstone Ltd regarding a price.

The Deputy Clerk also advised that there was a complaint from the Scouts that there was glass to the rear of the Scout Hut which was preventing the user going outside and using this area.

The Deputy Clerk and Senior Administrator had completed at site check at 3:15pm on 12 September 2018 and can confirm that the site was clear of glass.

The Chairman requested that the Caretaker complete a daily check of the area and ensure that any glass is cleared from the area when it is found.

ii) DADS

Mr J Robinson queried the procedures for the Football Club users who required use of the toilet during their bookings.

Mr R A Davidson (Deputy Clerk) confirmed that the users should only have access via the rear of the Jubilee Community Centre and that a barrier was available to prevent access to the front of the building, if required. The Deputy Clerk also advised Mr J Robinson to speak with one of the coaches should any problems arise. The coach will ensure the Football Club users are reminded of the procedures.

12. To discuss any other urgent business agreed in advance by the Chairman

No urgent business received.

The Chairman thanked everyone for attending and closed the meeting at 8:05pm.

Chairman

Date