

JUBILEE COMMUNITY CENTRE
MINUTES OF MANAGEMENT COMMITTEE MEETING
HELD WEDNESDAY 11th SEPTEMBER 2019 AT 7.00PM

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council Offices. Members were reminded that they should have their mobile telephones turned off or switched onto silent mode.

		ACTION
	Present: Committee Chairman Cllr D Sharman, Cllr F Daymond, Mr J Robinson, Town Clerk Mrs E Oliver, Deputy Clerk Mr R Davidson and Senior Administrator Ms C Dornan.	
1	<u>To receive Members' apologies for absence</u> There were no such apologies.	
2	<u>To receive Members' declarations of interest</u> There were no such declarations of interest.	
3	<u>To approve the minutes of the JCC Management Committee meeting held on Wednesday 10th July 2019</u> Proposed – Cllr Daymond Seconded – Mr Robinson 'That the minutes of the meeting held on Wednesday 10th July 2019 be approved and signed as a true and accurate record.' All in favour	
4	<u>To approve the payment of bills of the Jubilee Community Centre</u> The Senior Administrator provided a commentary on the three bills schedules (Appendix 1) presented (1 x August and 2 x September bills) Proposed – Cllr Sharman Seconded – Cllr Daymond 'That the bills on the attached schedules be approved for payment' All in favour	
5	<u>To receive Bank Reconciliation accounts for July 2019 and August 2019</u> The Senior Administrator provided a commentary on the July and August 2019 bank reconciliation (Appendix 2). Analysis showed an overall surplus of £1992.40 for July and a loss of £572.38 for August. The Senior Administrator advised the available bank balance at close of day was £43,618.46	
6	<u>To receive an update on current usage</u> The Senior Administrator pleasingly advised there were two new regular bookings – Pulse Fitness (related to Diabetes workshop) and a Ladies Fitness Group. There has also been interest expressed in casual one-off bookings. Unfortunately, Smile Fitness will not be making any further bookings due to a lack of clientele.	
7	<u>To receive an update on actions resulting from Anglia Water survey</u> The Senior Administrator reminded members that an earlier water inspection had been failed in respect of the male toilet urinals. A new cisterniser has been installed and the inspection has now been passed. This item was therefore concluded.	
8	<u>To discuss and agree action regarding maintenance issues</u> Members were advised a leaking kitchen tap was awaiting repair and the chairs belonging to the former Silverdale Club were awaiting removal to the Priory Centre.	

9.	<p><u>To receive input from JCC user groups</u></p> <ul style="list-style-type: none"> i) Scouts – no update ii) Boxing Club – the Deputy Clerk reported he had been requested to prepare a statement of facts letter regarding the club’s financial history. It was believed this was in support of future funding applications. iii) DADS – Mr Robinson explained the club were looking to resume their Monday evening slot should it become available once again. iv) Football Club – the Town Clerk advised she was aware the BCKLWN were providing administrative assistance to the DTFC in their efforts to secure their long-term future at the Memorial Ground. v) Clever Clogs – no update 	
	Meeting closed: 5:50pm	
	SIGNED	DATE