

JUBILEE COMMUNITY CENTRE

**Minutes of the Management Committee Meeting – Wednesday 14th November 2018
Town Council Offices, 7:00pm**

Present: The Mayor Cllr D J Sharman (Chair, DMTC)
 Mrs S Calvert (Committee Member)
 Mrs D Dane (Committee Member)
 Mr R Lipscombe (User - DMFC)
 Mr & Mrs Kirby (Users – Boxing Club)

 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

Apologies were received from The Deputy Mayor Cllr Doyle (Pre-arranged Meeting), Cllr Daymond (Pre-arranged Meeting), Cllr Pegg (ill-health) and Mr Robinson (Pre-arranged Meeting).

These apologies were accepted.

Cllr Turner did not attend the meeting.

Cllr Turner gave an apology after the meeting as her transport had not arrived to collect her for the meeting.

Representatives from Clever Clogs Nursery had given their apologies as they had wanted to attend by did not have child care.

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 12th September 2018

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 October had been paid but still require formal approval, in addition to the bills for November 2018.

Proposed – The Mayor, Cllr Sharman

Seconded – Mrs S Calvert

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

All in favour

5. **To receive Bank Reconciliation account for June, July and August, September and October 2018 (Appendix 2)**

The accounts show a loss-making position in June, July, August and October 2018.

A surplus was recorded in September 2018 due to overdue payments being banked.

It was commented that this isn't sustainable and more advertising of the Centre was required locally.

It was noted that the Phone Bill was not being fully recovered through invoicing the user groups however at present no action is to be taken.

6. **To receive update on current usage**

It was noted that our regular users remain constant and there is little room to increase daytime bookings except at weekends due to the daytime slots on weekdays being fully utilised.

There are very few casual bookings, usually only one a month.

It was commented that there is a lot of competition from the new Community Centre which was opened recently in a neighbouring village.

7. **To request £5,000 2018 / 2019 Grant from Downham Market Town Council**

It was agreed that an application would be made to DMTC for a grant of £5,000.

8. **To receive Fire Risk Assessment**

Members were advised of recent Fire Risk Assessment.

Recommendations include

- i) Annual Gas Safety Check - Completed
- ii) Emergency Lighting - M W Electrical advised they were finding it difficult to source a suitable light but have details of a potential supplier.
- iii) A designated smoking area – still outstanding

9. **To receive an update from the Boxing Club**

Mr Kirby advised that there had been an increase in users since the summer and finances were looking much healthier. He thanked the Committee for allowing him the payment holiday and was in position to make his next instalment due shortly.

10. **To discuss DTFC use of JCC Building**

The Clerk advised that there had been an incident where the building had been left unlocked and unclean.

Mr Lipscombe apologised and advised it had been an oversight. As the caretaker had been opening the facilities it had been assumed that he would lock the facilities up by the coach on that day. All parties are now aware of the procedures relating to securing the building. He also promised to check the facilities after each use.

Mr Kirby asked why DTFC had been asking to use the Boxing Club toilets. Mr Lipscombe had not been aware of this and would advise the coaches that the users were not authorised to use Mr Kirby's facilities.

11. To receive an update on maintenance issues

i) JCC Fascia board

A quote for supply only had been received totalling £3,180.00. It was decided not to proceed as there are currently re-building discussions with Borough being undertaken at present.

Mr Kirby advised he may have a contact who could supply and fit the Fascia Boards at a reduced rate. He will liaise with the Clerk if this is viable.

ii) Skateboard Park

The Skateboard Park is currently fit for purpose and it has been decided no further investment will be made at present. It is felt that when it becomes unfit the Skateboard Park will be dismantled. This is due in part to the anti-social behaviour that is on-going at the site.

iii) JCC Roadway

Frimstone Ltd have offered to donate 6 tons of material to us.

This was welcomed and it was requested that the Clerk obtain a quote for an additional 6 ton from Frimstone Ltd in order to resurface a wider area.

Holly Landscapes have advised they would collect, deliver and lay 6 ton of material at a cost of £375 plus VAT. The Clerk was asked to enquire the cost if this increased to 12 ton.

Mr Kirby advised he may have a contact who could lay the material free of charge. He will liaise with the Clerk if this is viable.

A reminder was received regarding the promised 5 mph sign to be placed by the roadway. The Clerk is to discuss with Deputy Town Clerk, Richard Davidson.

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

Cllr Sharman gave the background to the discussions with the Borough of King's Lynn and West Norfolk representative Cllr Long and indicated this would be discussed with DMTC's Full Council meeting in January 2019.

It was agreed that Rouses Lane needs attention as a priority.

13. To receive an update from JCC user groups

- i) Scout Hut – No representative.
- ii) DADS – No representative.
- iii) Football Club – Formally asked for a field gate key – this was approved and will be arranged.
- iv) Silverdale Centre – Mrs Dane confirmed she had no issues to raise.
- v) Clever Clogs – Cllr Sharman advised that Lisa had confirmed prior to the meeting that she had no issues to raise.

14. To approve SSE Electricity 36 month renewal

The Clerk presented the comparison table provided by LSI Energy. There were four providers suggested all having both a 24 month term and 36 month term.

It was agreed that the Committee would renew for 36 months with Scottish and Southern given the instability in the market.

15. To discuss the request for a moveable outdoor ashtray bin

It was acknowledged and agreed that a permeant outdoor ashtray was not suitable as we did not want to encourage smoking outside the building, especially due to the current hire for vulnerable individuals who are young or may have health conditions.

It was agreed to purchase a removeable ashtray which would cost in the region of £15.00.

The caretaker would ensure it was removed at the end of each casual hire and cleaned as required.

Mr Kirky asked Cllr Sharman whether he could extend the Boxing Hut and clad with wood all the way round. Cllr Sharman asked the Clerk to seek advice on whether Planning Permission would be required and revert back to the Committee.

The Chairman thanked everyone for attending and closed the meeting at 7:50pm.

Chairman

Date