

**JUBILEE COMMUNITY CENTRE**

ACTING TOWN CLERK  
Mrs N Westwood

15 PARADISE ROAD  
DOWNHAM MARKET  
PE38 9HS  
Telephone 01366 387770  
Email info@downhammarketcc.co.uk

Dear Member

You are hereby invited to attend a meeting of the Jubilee Community Centre Management Committee to be held on **Wednesday 22<sup>nd</sup> May 2019** at **7:00pm** in the Town Council Offices to discuss the business on the Agenda below:

Yours faithfully



Mrs N Westwood  
Acting Town Clerk  
Date 15<sup>th</sup> May 2019

**Mobile phones should be either switched off or on silent mode.  
The press and public are welcome to attend**

**AGENDA**

Emergency Evacuation procedures

1. To receive Members' apologies for absence.
2. To receive Members' Declarations of Interest.
3. To approve the minutes of the JCC Management Committee meeting held on Wednesday 13<sup>th</sup> March 2019.
4. To approve the payment of bills of the Jubilee Community Centre
5. To review new telephone line quotation
6. To receive Bank Reconciliation accounts for March 2019 and April 2019
7. To discuss end of year accounts for 2018 / 2019
8. To receive update on current usage.
9. To review hire charges
10. To complete 24 month of review of Boxing club rent
11. To discuss renovation request from Steve Kirby, Boxing Club
12. To discuss stolen smoking bin
13. To discuss and agree action regarding maintenance issues

Continued.....

14. To discuss Legionella Assessment

15. To receive an update from JCC user groups

- i) Scout Hut
- ii) Boxing Club
- iii) DADS
- iv) Football Club
- v) Silverdale Centre
- vi) Clever Clogs
- vii) Smile Fitness

16. To discuss Committee membership

End