

**JUBILEE COMMUNITY CENTRE ASSOCIATION**

**CHARITY NUMBER: 108 1788**

**MINUTES OF MEETING HELD TUESDAY 25<sup>th</sup> JULY 2019 AT 7:00 PM**

Present:	Chair for this meeting	Cllr D J Sharman	
	Councillors	C Bulley	
		J Doyle	
		E Hendry	
		R Horne	
		E Lightfoot	
		A Pickering	
		R Shippey	
		J Westrop	(Arrived 7:05pm)
		J Woodmin	
	Senior Administrator	Ms C Y Dornan	

Cllr Sharman reminded those present that mobile phones should either be switched off or turned to silence for the duration of the meeting. Those in attendance at the meeting were notified of the emergency evacuation procedures.

**001. To receive Members' Apologies for Absence**

Apologies for absence had been received from The Mayor, Cllr Hayes (work), Cllr Daymond (ill-health) and Cllr Lawson (work).

Cllrs' Brighty, Groom, Hepworth, Molyneux – Heatherington and Pyatt did not attend the meeting.

**002. To receive Members' Declarations of Interest**

There were no declarations of interest.

**003. To approve the minutes of the meeting held on Tuesday 09<sup>th</sup> April 2019**

Proposed – Cllr Sharman                      Seconded – Cllr Doyle

‘That the minutes of the meeting held on Tuesday 09<sup>th</sup> April 2019 be approved and signed as a true and accurate record.’

5 in favour                      5 abstentions as members were not present at the meeting

**004. To receive financial report and sign off for Annual Accounts for the period ending 31 March 2019**

The Trustees were presented with the accounts prepared by the Senior Administrator for the period 01 April 2018 – 31 March 2019.

Cllr Pickering asked for further annotation with regards to cheques issued, which the Senior Administrator will action.

**Proposed – Cllr Doyle**

**Seconded – Cllr Sharman**

**‘That the accounts as presented, with the increased annotation of cheque debits, be approved and signed as a true and accurate and submitted as per legislative requirements.’**

**All in favour**

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

Members were appraised of the current usage. Regular usage remained constant however there is interest from one casual hirer who may book regularly on a Wednesday following a trial period.

**006. To receive update on the future development of the Jubilee Community Centre**

Members were appraised of the discussions with GLP Developments and Construction Services Ltd who had provided a quote of £437,000 plus VAT to develop an eco-friendly building which they advise would meet the existing planning application requirements.

The quotation was discussed in detail and it was felt further information needed to be obtained in order to vote as presented.

Cllr Lightfoot is to speak with the Operations Director to clarify the quotation further and report back to the members.

Cllr Westrop asked the Clerk to obtain clarification that this type of building does indeed have the support of the Planning Division from Borough Council of King’s Lynn and West Norfolk.

A discussion ensued regarding possible grants and Cllr Westrop agreed to meet with the Deputy Town Clerk to review the previous Lottery Funding Bid.

The Clerk was asked to speak to Community Action Norfolk to ascertain what grant funding may be available for the project. Cllr Shippey presented information on the grants obtained by Wereham which was considered a useful insight into funding routes to potentially pursue.

It was felt a quotation for the road developments would be advantageous for a fuller picture of grant funding requirements.

Cllr Westrop had concerns over whether the Association’s current documentation was sufficient to meet grant provider requirements. The members may need to consider creating a formal Business Plan and Financial Risk Assessment. The covenant on the land may also cause difficulties.

**007. To discuss any urgent items as agreed by the Chairman**

Following a request to hold table-top sales / car boot sales on the field at the JCC, a discussion developed as to whether this would be favourable. It was decided agree to this request due to the potential damage that would be caused to the football pitches.

The Mayor thanked everyone for attending and closed the meeting at 7:55pm.

**Chairman**

**Date**