

**JUBILEE COMMUNITY CENTRE**

**Minutes of the Management Committee Meeting – Wednesday 16<sup>th</sup> January 2019  
Town Council Offices, 7:00pm**

Present:                   The Mayor Cllr D J Sharman (Chair, DMTC)  
                                The Deputy Mayor Cllr J Doyle  
                                Cllr R Turner  
                                Cllr F Daymond  
                                Mrs D Dane (Committee Member)  
                                Mr R Lipscombe (Committee Member)

                                Ms C Y Dornan (Senior Administrator DMTC)

The Chair notified those present of the evacuation procedure. The Chair 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)

This apology was accepted.

Mrs S Calvert had emailed an apology due to a pre-arranged meeting however this wasn't forwarded to the Clerk until the following day due to the time of receipt.

**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 14<sup>th</sup> November 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 current arrangement the bills for December 2018 had been paid but still required formal approval, in addition to the bills for January 2019.

**'That the bills on the attached schedules be approved for payment.'**

**All in favour**

**5. To discuss Q4 water bill**

The water bill for September – December 2018 was £1,010.01.

A query has been raised with Wave and a request for a meter reading to be taken by the company.

A request was made to conserve water where possible and ensure taps are not left running.

The Clerk was asked to investigate if any of the residential premises have been connected to the meter.

**6. To discuss Q4 Telephone Bill**

The telephone bill for December 2018 was £52.34. The line rental is £29.90 plus VAT. Call costs are £13.72 plus VAT.

We recover £15.00 per quarter from users at present.

The Clerk was asked to enquire about a different package with BT and look at alternative providers and bring the information to the next meeting.

**7. To discuss the request for new tables**

The maintenance team have looked through the tables and confirm that although they are showing wear and tear they remain fit for purpose. Mrs Dane confirmed that she did not see an immediate need to replace the ones she uses.

**8. To receive Bank Reconciliation account for November and December 2018 (Appendix 2)**

The accounts show a surplus position in November and December 2018.

November 2018      £63.51      (Excluding the DMTC Grant)

December 2018      £2,901.37

The surplus was recorded in December 2018 was predominantly due to deposits for 2019 fixtures.

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

There has been an uptake in users with 2 new regular weekly bookings and another interested party for a Wednesday evening.

It was noted that one user had lost their space due to the Office not receiving the Booking Forms for 2019.

**10. To obtain an update on £5,000 2018 / 2019 Grant requested from Downham Market Town Council**

The Clerk informed the Committee that the Grant application had been successful and the cheque for £5,000 had been banked at the end of November 2018.

**11. To discuss and agree actions to be taken in respect of JCC Roadway**

a) donation of 5 tonnes of gravel from Frimstone for JCC Roadway

**Agreed to accept with many thanks      All in favour**

b) purchase of additional gravel for JCC Roadway at circa £22 plus VAT per tonne

**Agreed to purchase up to an additional 5 tonne to be advised by Holly Landscape  
All in favour**

c) work to be completed by Holly Landscape at a cost of £375 plus VAT for up to 6 tonne or £575 plus VAT for up to 12 tonne

**A sum of up to £575 plus VAT was agreed to be spent      All in favour**

**12. To discuss and agree action regarding maintenance issues**

The Committee agreed that there were no new maintenance issues to consider.

The gutters had been repaired since the November 2018 meeting.

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

Cllr Sharman gave an update regarding the discussions with the Borough Council.

There had been no further movement with the negotiations.

It has been decided that the footings work would be completed to protect the Planning Permission, but no major works were currently planned in 2019.

**1. To receive an update from JCC user groups**

- i) Scout Hut – No representative.
- ii) Boxing Club - No representative.
- iii) DADS – No representative.
- iv) Football Club – Mr Lipscombe confirmed he has received the gate key. There are no issues. Cllr Sharman thanked Mr Lipscombe for his work with the Committee.
- v) Silverdale Centre – Mrs Dane confirmed she had no issues to raise.
- vi) Clever Clogs – No representative.

**15. To discuss and agree removal of Alcohol License on building**

The current Designated Premises Supervisor (DPS) is no longer involved with the Jubilee Community Centre and it is appropriate to remove them as the DPS.

It was decided that another DPS was not required as hirers can apply for a temporary licence should an event require it and therefore appropriate for the Alcohol License to be removed in totality.

The Licensing Officer from Environmental Health & Housing confirmed on 03 January 2019 that the Committee can apply to vary the licence via a minor variation. Once removed the Committee will receive the fee exemption as a community premises and therefore no annual fee would be payable.

**16. To discuss anti-social behaviour at Skate Park**

Anti-social behaviour continues and should be reported to the police as the youths are now entering the area once locked by climbing over the fence. This is considered to be trespass.

**17. Discuss request for a mix recycling bin at a cost of circa £12 per month including VAT**

This was approved by the Committee and will be organised by the Clerk.

**18. Discuss End of Year Return to HMRC due 31 January 2019**

The End of Year Return will be submitted by 18.01.2019

Cllr Sharman confirmed that Planning Permission would be required to extend the ATC Hut. It was suggested that it be extended at the side rather than the back so it did not interfere with the Football pitch. The decision on whether to proceed will be held until we know whether the Boxing Club numbers remain stable following the issues in the summer with the heat.

The Chairman thanked everyone for attending and closed the meeting at 7:40pm.

**Chair**

**Date**