

JUBILEE COMMUNITY CENTRE

**Minutes of the Management Committee Meeting – Wednesday, 11th July 2018
Town Council Offices, 5:00pm**

Present: The Mayor Cllr D J Sharman (Chairman, DMTC)
 The Deputy Mayor Cllr J W Doyle (DMTC)
 Cllr F E Daymond (DMTC)
 Cllr R Turner (DMTC)
 Mrs D Dane (Silverdale)
 Mr J Robinson (DADS)
 Mr R A Davidson (Deputy Clerk 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 Cllr's Pegg (alternative meeting), Ross (ill-health) and Starreveld (holiday). The apologies were accepted.

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 16th May 2018

There was a unanimous acceptance of the minutes.

4. To approve the nomination of Mr Jamie Robinson as the DADS representative to the JCC Management Committee

Proposed – The Mayor, Cllr Sharman Seconded – The Deputy Mayor, Cllr Doyle

'The Mr J Robinson join the JCC Management Committee as a representative for DADS'

All in favour

The Chairman Cllr Sharman welcomed Mr Jamie Robinson to this his first meeting and congratulated him upon his appointment.

A letter will be sent to Mr Roust to thank him for his past support.

Clerk

5. To approve payment of bills of the Jubilee Community Centre (Appendix 1)

Proposed – The Deputy Mayor, Cllr Doyle Seconded – Cllr R Turner

'That the bills on the attached schedule be approved for payment.'

All in favour

6. **To receive Bank Reconciliation account for May and June 2018**

Members received the bank reconciliation accounts for the month of May 2018 only (Appendix 2).

Members were advised the available balance at the close of business today was £42,452.63

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

Members received updates in both chart and graph format (Appendix 3) and the Clerk gave a commentary.

8. **To discuss maintenance issues**

i) **JCC fascia board**

Members were provided with the quotation figure received for the replacement of the soffits and fascia for the entire building, as had previously been requested. The company providing the quotation had taken a sample for testing. The laboratory analysis report attached to the quotation showed Chrysotile 'white asbestos' had been found in the cement product; this is a commonly encountered asbestos. Members were shocked at the cost of the quotation and in anticipation of the re-development did not believe such expenditure could be justified.

It was suggested that as an alternative perhaps the General Maintenance Officers could repaint the fascia boards without tampering with the cement. It was agreed to ask the Town Council Health & Safety Consultant Mr Robert Wise to undertake a risk assessment and devise a safe scheme of work.

ii) **Manhole covers**

Members were advised that as some of the manhole covers had had to be replaced for the second time, on this occasion they had been screwed in position to try and prevent the tampering taking place. Members were advised that the manhole covers have no scrap value and it is mere mindless stupidity. Searches have been carried out but thus far no trace of the missing manhole covers has been found.

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

The Chairman Cllr Sharman reported he, Cllr Doyle and Mr Davidson had recently met with the Leader of the Borough Council Cllr Brian Long having invited Cllr Long to a site meeting. The site meeting had been followed up by a frank dialogue regarding potential Borough financial assistance for the re-development. Following the meeting Cllr Long promised to have enquiries made back at the Borough and to respond accordingly. The Chairman advised that at the current time this course of action potentially seems the most positive.

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

A complaint had been received by Clever Clogs regarding the unsatisfactory state of the building found on Monday 02nd July following a private hire on Saturday 30th June. The content of the letter was shared with the members.

The Deputy Clerk was unable to give a reason why the hall remained in such a condition some 36 hours following the party. The Operations & Maintenance Supervisor Mr I Sealy will be asked to investigate and provide a report, so the letter can be answered.

11. To discuss any other urgent business agreed in advance by the Chairman

The Deputy Clerk advised, during its regular inspection, a fault '3 fixings are missing on the riding surface on the half pipe' of the Skateboard Park had been identified. This did not necessitate the closure of the ramp but does require to be dealt with as soon as possible so Highline Extreme will be asked to carry out the necessary works.

Members agreed this necessitated emergency expenditure.

The Chairman thanked everyone for attending and closed the meeting at 5:35pm.

Chairman

Date

Jun-18

Downham Market Town Council - JCC

Payee	Net	VAT	Total	VAT No.
Anglian Chemicals	14.75	2.95	17.70	983 5067 88
Baco Compak	38.06	7.61	45.67	105 6149 92
Barker Bros	6.02	1.20	7.22	426 3762 47
BT	50.28	10.06	60.34	245 7193 48
HMRC	132.67	0.00	132.67	No VAT
Norfolk Pension Fund	199.47	0.00	199.47	No VAT
Screwfix	208.33	41.66	249.99	
Floor Cleaner				
Waste collections - May				
Maintenance Supplies				
Phone Charges - May				
PAYE/NI - May 2018				
Superannuation - May 2018				
Lyte Platform Ladder 12 tread				

Bills received since agenda issued:

Grand Total 649.58 63.48 713.06

Authorised by Chairman:

Cheques drawn by Senior Administrator:

Checked by Town Clerk:

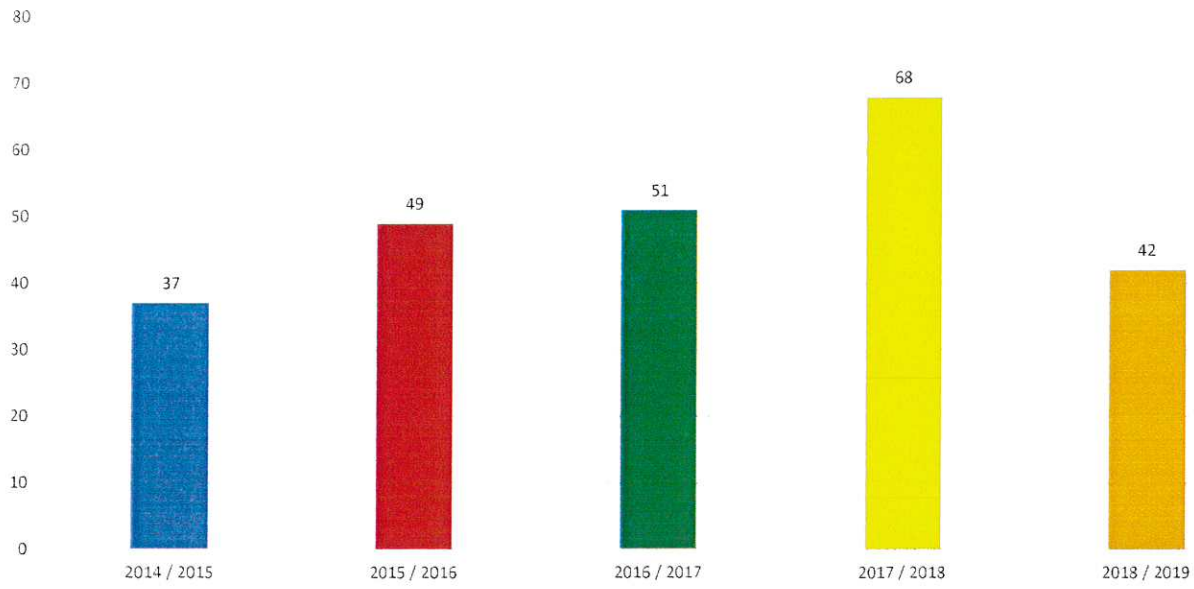
JUBILEE COMMUNITY CENTRE

BANK RECONCILIATION 31st May, 2018

	31st May, 2018	31st March, 2018
A/C 88650073	£ 43,495.44	£37,082.16
Current balance	£ 43,495.44	
31.3.2018 balance	£ 37,082.16	
	£ 6,413.28	
Expenditure 2018/2019	£ 917.76	
Income 2018/2019	<u>£ 4,935.66</u>	
	£ 4,017.90	
Opening Balance	£ 39,477.54	
Income	<u>£ 4,935.66</u>	
	£ 44,413.20	
Less Expenditure	<u>£ 917.76</u>	
	£ 43,495.44	
		Unpresented Cheques
		214 £19.21
		Total £19.21

Regular Users

Annual Regular Users for June



Hourly Usage

Hourly usage per year for June

