

## Minutes of the Leisure Centre Committee Meeting held on 1 August 2023

### at 7.30 pm at the Parish Office

Present: Cllrs J Armstrong, S Berlyn, A Chapman, G Chapman, M Hessing and L Naggs

In attendance: M Harper (Clerk) and D Purser (Leisure Centre Manager)

#### **23/24.30 Apologies for absence**

#### **23/24.31 Declarations of Interest**

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the Precept and the DCA.

There were no declarations of interest

#### **23/24.32 Public Question Time**

Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

There were no members of the public present

#### **23/24.33 To approve Minutes of the Leisure Centre Committee meeting held 14 June and 5 July 2023**

RESOLVED: the minutes of the Leisure Centre Committee meeting held on 14 June and 5 July 2023 be approved and signed as a true record

#### **23/24.34 2023/24 Finance**

The financial forecast was reviewed. Clerk was asked to contact the utility companies to see if any reductions were available as the rates had decreased.

#### **23/24.35 2023/24 Classes**

The classes attendance and occupancy statistics to end of June 2023 were reviewed and noted

#### **23/24.36 Replacement Equipment**

RESOLVED: that the purchase of a 3 (sliding) door cooler from Cater-Kwik for the upstairs bar at a cost £708.99 to include delivery, installation and removal of existing be approved, proposed by Cllr Berlyn and seconded by Cllr Armstrong, all agreed

#### **23/24.37 Old Pavilion**

23/24.37.1 It was noted that the floor replacement will commence on Tuesday 29 for 3 days

23/24.37.2 RESOLVED: that M Roberts would be appointed to paint the interior of the Old Pavilion with the colour choice at the discretion of the Clerk and Leisure Centre Manager, proposed by Cllr Hessing and seconded by Cllr Naggs, all agreed

RESOLVED: that Danbury Electrical would be appointed to carry out additional electrical works in the Old Pavilion and Leisure Centre kitchen, if necessary, proposed by Cllr A Chapman and seconded by Cllr Hessing, all agreed

**23/24.38 External Signage**

RESOLVED: that the sum of £1,749.00, which represents 50% of the cost of the new external signage at the Leisure Centre, based on the medium bold font option be approved, proposed by Cllr Naggs and seconded by Cllr Armstrong, all agreed

Clerk to confirm that there are no planning restrictions

**23/24.39 Uniform**

Following lengthy discussion, it was agreed that all staff and councillors working in the Leisure Centre would be required to wear a uniform consisting of a Red or Black polo shirt. The Clerk was requested to order polo shirts in consultation with the Leisure Centre Manager up to a maximum cost of £10.90 per shirt.

RESOLVED: that all staff and councillors working in the Leisure Centre would be required to wear a uniform consisting of a Red or Black polo shirt up to a maximum cost of £10.90 per shirt, proposed by Cllr Armstrong and seconded by Cllr Hessing, all agreed

**23/24.40 Market**

Following discussion, it was agreed that the monthly indoor market would be cancelled and replaced with an external market on the Main Road carpark for up to 8 stalls and that themed markets would be introduced. It was agreed that the Halloween Market, Spooky Trail and Dog Show would take place on 28 October and that up to £150.00 could be spent on decorations

RESOLVED: that the indoor market would be replaced with an external one and that £150.00 could be spent on the decorations for the Halloween Market, Spooky Trail and Dog Show, proposed by Cllr Armstrong and seconded by Cllr Berlyn, agreed

**23/24.41 Bar Prices**

Following lengthy discussion, it was agreed to defer this item to the next meeting

**23/24.42 Building works**

It was agreed that a further meeting would be held at the Leisure Centre towards the end of August to review the quotes and the works

**23/24.43 Scheme of Delegation**

RESOLVED: that the Scheme of Delegation for the Leisure Centre be adopted with the Clerk authorised to spend up to £750.00 on routine building maintenance and servicing and £750.00 on the replacement of damaged or broken equipment relating to items necessary for the smooth functioning of the Leisure Centre, proposed by Cllr Berlyn and seconded by Cllr Hessing, agreed

**23/24.44 Matters for Report (for information only)**

Cllr Hessing highlighted staff communication and the need to replace the existing website  
Cllr Armstrong noted that there were some social media posts with incorrect links

**23/24.45 Dates of next meeting**

Tuesday 5 September at 7.30pm

There being no further business the Chairman closed the meeting at 9.15pm

Chairman .....

Date .....