

Minutes of the Leisure Centre Committee Meeting held on 12 September 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 1 member of the public

**23/24.46 Apologies for absence**

Cllr N Orange

**23/24.47 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.

There were no declarations of interest.

**23/24.48 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 questions from the public

**23/24.49 To approve Minutes of the Leisure Centre Committee meeting held 1 August 2023**

RESOLVED: the minutes of the Leisure Centre Committee meeting held on 1 August 2023 be approved and signed as a true record

**23/24.50 2023/24 Finance**

The financial forecast was reviewed

**23/24.51 2023/24 Classes**

23/24.51.1 The classes attendance and occupancy statistics to end of July 2023 were reviewed and noted

23/24.51.2 It was noted that the following classes have been added to the timetable from September  
Yoga and Sound Bath – Monday 7pm; BoxFit – Tuesday 7am; Zumba – Wednesday 7pm;  
Swiss Ball – Thursday 8am

**23/24.52 Membership Update**

The membership figures were noted

**23/24.53 Old Pavilion**

It was noted that the floor has been replaced and the decorating commences 11 September 2023.

**23/24.54 External Signage**

It was noted that the Assistant Clerk – Planning is in discussion with Chelmsford City Council Planning regarding any permissions we need to obtain to change the signage.

**23/24.55 Uniform**

It was noted that the Clerk and Leisure Centre Manager are in the process of obtaining additional quotes

**23/24.56 Markets**

23/24.56.1 The Halloween Market will be held on 28 October 2023 from 1pm to 5pm, the event is fully booked, councillor assistance on the day to set up the Spooky Trail and help with the Dog Show is needed

23/24.56.2 The Christmas Market will be held on 25 November 2023 from 12pm to 5pm, the event is fully booked, councillor assistance on the day to set up and clear away is needed

23/24.56.3 It was agreed that we would look at outdoor markets from April to September 2024

**23/24.57 Bar Prices**

Following review and debate it was agreed to amend the bar prices (Appendix 1). Clerk will arrange for the display prices and tills to be updated.

RESOLVED: that the bar prices will be increased, proposed by Cllr Berlyn and seconded by Cllr A Chapman, all agreed

**23/24.58 Building works**

Following discussion regarding creating the tender documents and managing the tender process for the extensive building work project, it was agreed that the Clerk and Committee Chairman would appoint TMA surveyors at £1,250.00 subject to alternative quotes not being less than £1,000.00

RESOLVED: that that the Clerk and Committee Chairman would appoint TMA surveyors at £1,250.00 subject to alternative quotes not being less than £1,000.00, proposed by Cllr Armstrong and seconded by Cllr Berlyn, all agreed

**23/24.59 External CCTV**

Following a request to consider external CCTV covering Main Road carpark, the Committee discussed the limitation of cameras across the length of the carpark and agreed that in order to increase visibility from the Leisure Centre to the carpark that the hedge and tree would be trimmed back and that

**23/24.60 Matters for Report (for information only)**

Cllr Berlyn advised that following investigation the building does not contain Reinforced Autoclaved Aerated Concrete

**23/24.61 Dates of next meeting**

Wednesday 4 October at 7.30pm

There being no further business the Chairman closed the meeting at 8.50pm

Chairman .....

Date .....