



# Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

## **Notice of Meeting**

### **To members of the Public and Press**

You are cordially invited to attend a meeting of

**Redenhall with Harleston Town Council's Leisure Centre Management Committee** which will be held in the Council Office, Memorial Leisure Centre on **Monday 2<sup>nd</sup> September 2019 at 6.30pm** to consider the business detailed below and there will be an opportunity for public participation after agenda items 5 and 13

Signed: *Lynda Ling* - Town Clerk

Date: 26<sup>th</sup> August 2019

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## **AGENDA**

1. **Welcome**
2. **Apologies**
3. **Declarations of pecuniary or any other interests**
4. **Approval of Minutes from last meeting – Wednesday 14<sup>th</sup> August 2019**
5. **Matters arising from the last meeting**

**The meeting will be adjourned for public participation  
(up to a maximum of 15 minutes)**

6. **Reports**
  - Chairman's report
  - Councillor reports (for information only)
  - Clerks report (for information only)
  - Gym report
  - Maintenance report – discussion on various items including the permanent breakdown of the ride-on mower
7. **Finance**
  - Income & Expenditure report
  - Approval of expenditure
  - Budget timetable
8. **Leisure Centre Building**
  - Update on the installation of a lift to social room
  - Agree best way forward for management of social room, use of, conditions of use and management of functions where bar is required. Also to include agreement for three members of staff to undertake Bar Management Training and cost of 3 x basic DBS checks
  - Any other items relating to the leisure centre building including –

Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk. IP20 9DD  
Telephone: 01379 854519, email: [harlestontc@harlestontowncouncil.co.uk](mailto:harlestontc@harlestontowncouncil.co.uk)  
<http://www.harlestontowncouncil.co.uk>

Office Hours: Monday, Tuesday & Friday 9.30am to 1pm and Wednesdays 1pm to 5pm

use of other areas within the building

downstairs changing facilities and squash changing rooms and toilets

discussion on quotes for heating/air conditioning units throughout the building

architect plans for upstairs works (access modifications and social room)

#### **9. Football Club**

- Update on Football Agreement/Licence – final discussion on the draft document

#### **10. Recreation Grounds**

- Discuss quote to repair pot-holes at the entrance of the London Road roadway to LC
- Discussion on RoSPA report for play equipment and works highlighted in the report
- Discussion on wet pour quotes for play equipment
- Discussion on email received from resident regarding litter and other issues on recreation grounds
- Harleston & Waveney Festival Fun Day – discussion on how the day went and any highlighted issues

#### **11. Gym**

- Repayment of £50 to Olly Bickley for cancelled coaching sessions whilst the squash courts were being re-plastered.
- Discussion on quotes for gym flooring for the weights area

#### **12. General items for discussion and agreement**

- Formation of a sub-committee and its purpose (deferred from last meeting)

#### **13. Significant correspondence**

- Email from TP Fire advising of an increase in pricing from an annual service charge of £177.22 to £182.54 per annum (+VAT)

**The meeting will be adjourned for public participation  
(up to a maximum 5 minutes)**

#### **14. Date and time of the next meeting – Monday 7<sup>th</sup> October 2019 at 6.30pm**