



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

General Information

Due to new Government Legislation, The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020 (LAPCP Regulations 2020), this Town Council's Standing Orders will be updated to allow the use of remote meetings while social distancing is in place at the next appropriate meeting.

Notice of Meeting

You are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Leisure Centre Management Committee** which will be held by way of video conferencing on **Tuesday 4th August 2020 at 6.30pm** to consider the business detailed below and there will be an opportunity for public participation after Agenda Items 5 & 11

Members of the public are welcome to attend by either phone, computer or other device. Please contact the clerk for further information on how to join the meeting on 01379 854519 or email harlestontc@harlestantowncouncil.co.uk

Signed: *Lynda Ling* - Town Clerk

Date: 29th July 2020

AGENDA

1. **Welcome**
2. **Apologies from members unable to attend**
3. **Declarations of pecuniary or any other interests**
4. **Approval of Minutes from last meeting – Monday 13th July 2020**
5. **Matters arising from the last meeting**

The meeting will be adjourned for public participation (maximum 20 minutes) for items to be discussed on the agenda only

6. **Presentation by The Round Table – To discuss using the enclosed football pitch for next year's Beer Festival**
7. **Health & Safety**
8. **Reports**
 - Chairman's report
 - Clerks report (for information only)
 - Maintenance report
 - Gym report
9. **Finance**
 - Approval of expenditure

Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk. IP20 9DD
Telephone: 01379 854519, email: harlestontc@harlestantowncouncil.co.uk
<http://www.harlestantowncouncil.co.uk>

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

10. **General items for discussion to include all responsibilities of this committee –**

- Risk assessment for COVID19
- LCMC responsibilities, update on actions taken so far and discuss any potential issues
- CCTV – Squash Corridor
- Squash Court usage
- Ratification on top-up decision on furloughed staff
- Cleaning regime of the Leisure Centre Building update
- Discussion on a request from an Ice Cream vendor for a permit to trade on grounds
- Request to use the enclosed football pitch area by the Guides and Scouts
- Request to use the recreation grounds for “pop up” events for children
- To ratify an informal decision made to allow the Kindness Help Hub to paint hearts on the Recreation Grounds using spray paint and to use the grounds for other activities
- Discussion on toilet facilities on the recreation grounds
- Discussion on giving delegated responsibility to the clerk for some payments and liaising with the chairman for same

11. **Significant correspondence**

The meeting will be adjourned for public participation (maximum 20 minutes) for items to be discussed on the agenda only

12. **To resolve to exclude the press and public [Public Bodies (Admission to Meetings) Act 1960, Sec 1 (2)] due to the confidential nature of the following items**

13. **Staffing** – Discussion on recommendations put forward by the Personnel Committee

14. **Date and time of the next meeting** – Monday 7th September 2020 at 6.30pm