



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 **Monday 7th September 2020 at 6.30pm** to consider the business detailed below and there will be an opportunity for public participation after Agenda Items 5

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: 2nd September 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 17th August 2020**
5. **Matters arising from the last meeting**

The meeting will be adjourned for public participation (maximum 15 minutes) for items to be discussed on the agenda only

6. **Items for discussion to include all responsibilities of this committee –**
7. **Health & Safety**
8. **Reports**
 - Chairman's report
 - Clerks report (for information only)
 - Maintenance report
 - Gym report
9. **Finance**
 - Income and expenditure report
 - 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

- Preparation of 2021 budget
- Agreement of refunds for gym memberships

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

- Update on Squash Club issues, including risk assessment, CCTV and junior coaching
- Review of HTSC – RwHTC joint agreement
- Leisure Centre Risk Assessment for COVID19 update
- Update on Leisure Centre reopening and discuss any potential issues including problems with DFC (collection of Direct Debits for gym)
- Discussion on information received from KGB Commercial Heating regarding CO2 Monitors
- Discussion on toilet facilities on the recreation grounds
- Consideration of new request regarding an ice cream van on the car park
- Football Club update and risk assessment
- Bowls Club update and risk assessment

11. **Significant correspondence**

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**

- Discussion on recommendations put forward by Personnel Committee
- Ratification on top-up decision on furloughed staff

13. **Date and time of the next meeting** – Monday 5th October 2020 at 6.30pm