



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

Chairman: Mrs F. Bickley

Minutes of a meeting of Redenhall with Harleston Town Council's Leisure Centre Management Committee held at Harleston Leisure Centre On Monday 3rd September 2018

Present: Councillors – Frances Bickley, Mark Betts, Ian Broughton and Sue Kuzmic

Also Present: Lynda Ling (Clerk) and Rosie Riches (Office Assistant)

1. **Welcome** - Cllr. Bickley welcomed those present at the meeting
2. **To elect a Vice-Chairman** - Cllr Broughton was proposed by Cllr Betts and seconded by Cllr Kuzmic.
ALL AGREED
3. **To receive and accept apologies from members unable to attend** – None
4. **Declarations of pecuniary and other interests** - Cllr Broughton declared an interest in item 10
5. **Chairman's report** - No specific report
6. **To receive an update on income & expenditure** - Income is exceeding expectation in the gym.
7. **To discuss and agree the Terms of Reference for the Leisure Centre Management Committee structure** – It was agreed to defer this to a later date as further discussion is needed on the remit.
8. **To discuss the use of the social room to hold a music evening (to raise funds for the War Memorial) and quiz night for a second event** - It was agreed that this is a good idea and would also raise awareness of the social room. The Rotary club has asked if the clerk could go along to their October meeting to talk about the War memorial and its refurbishment, this was supported by all Councillors present.
9. **To receive an update on the boiler works** – Eyre have finished the outstanding work, Gas Safe have been pushing for this to be completed, the boiler should be commissioned on 5th September by KGB Commercial Heating, Eyre are coming out again on the 6th September.

10. To discuss a quote received for works to the Borderhoppa room and agree any action – Colin Broughton quoted £1,812.12 incl VAT for the work, this was accepted and given the go-ahead. Proposed by Cllr Betts, Seconded by Cllr Kuzmic **ALL AGREED**

CCTV – a quote for this will be obtained

Cllr Betts with the help of Steve will lay the new cables for the hard wiring, Oceantalk to be contacted to carry out their part in the move. Air Conditioning / Heating also needs installing. Payment for the above to come from the Building Improvements budget.

11. To receive an update on the Leisure Centre toilet refurbishment and quote received for the gym kitchen flooring – S.N.C has stated that section 106 money can be used for the toilet refurbishment, C Broughton has quoted for this work but a second quote is yet to come in, it was agreed to chase this up or obtain a second quote from elsewhere. Gym kitchen flooring – samples were shown to the councillors, they agreed to go ahead with the sample chosen by the gym staff and delegated authority was given to spend up to £600.00, this money will come from the general maintenance budget. Proposed Cllr Betts, Seconded Cllr Broughton. **ALL AGREED**

12. To receive an update on maternity arrangements for two members of staff – Tasha Ives-Styman will be starting maternity leave on 24th September although her actual leaving date will be Friday 7th September to enable her to take 2 weeks Annual Leave. Christy Rose will be starting her maternity leave on 1st December, her last day to work being Friday 30th November. Tasha has taken a form to read through for future flexible working.

13. To discuss the premises licence for the building and agree any action – SNC officer will be meeting with Town Council members and the clerk on Wednesday 5th September at 8.30am in the Leisure Centre. Up-date and report back to the next meeting.

14. To discuss a quote received for the refurbishment of the squash courts and any agreed action – One quote from Roger High Limited came in at £2,300.00 per court, it was agreed to defer this until councillors have inspected the courts themselves.

15. Councillors reports (for information only) - None

16. Significant correspondence – None

17. To confirm the date and time of the next meeting - Monday 1st October 2018 at 6.30pm

Meeting closed at 8.24pm

Signed.....

Date.....