

**Minutes of the Sports & Social Centre Sub Committee Meeting  
held on 26 July 2022 at 7.30pm at the Parish Office, Main Road, Danbury**

Present: Cllrs J Armstrong, S Berlyn, A Chapman, G Chapman M Hessing, N Orange and P Sutton

In attendance: M Harper (Clerk) and L Mitchelmore (Assistant Clerk)

**22/23.27 Apologies for absence**

None

**22/23.28 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. Members have dispensation to discuss and vote in respect of matters relating to the Precept and the DCA.

There were no declarations of interest

**22/23.29 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 members of the public present

**22/23.30 Election of Vice Chairman**

Cllr A Chapman nominated Cllr G Chapman, seconded by Cllr Orange. There were no further nomination and Cllr G Chapman was elected unopposed

**22/23.31 Matters for Report (for information only)**

There were no matters for report

**22/23.32 Date of next meeting**

Cllrs to confirm their availability for a meeting during week commencing 8 August 2022

**22/23.33 Exclusion of Press and Public**

RESOVED: that in accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that the Public and Press be excluded and they are instructed to withdraw, proposed by Cllr Armstrong and seconded by Cllr Sutton, all agreed

**23/23.34 IT and Website Systems proposals**

The report was noted

RESOLVED: that internet access from Sports Centre to the Old Pavilion would be installed, proposed by Cllr Berlyn and seconded by Cllr Orange, all agreed

RESOLVED: that the necessary Plugins for the website would be purchased, proposed by Cllr Hessing and seconded by Cllr A Chapman, all agreed

**22/23.35 Health & Safety proposal**

The report was noted

**22/23.36 Licencing and bar services**

The report was noted

**22/23.37 Booking, Management Information and Finance System proposal**

The report was noted

RESOLVED: that 3 PDQ units would be purchased, proposed by Cllr Hessing and seconded by Cllr Sutton, all agreed

RESOLVED: that professional VAT advice would be sought from Parkinson Partnership, proposed by Cllr Berlyn and seconded by Cllr Sutton, all agreed

**22/23.38 Building maintenance proposal**

The report was noted

RESOLVED: that the Clerk be authorised to spend up to the estimated costs on the Building Condition Survey on the items agreed for action in this calendar year, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

**22/23.39 Asset and Contract Transfer**

The report was noted

RESOLVED: that the Clerk be set up the necessary contracts for the continued running of the Sports & Social Centre, proposed by Cllr Hessing and seconded by Cllr Sutton, all agreed

**22/23.40 Gym agreement**

The report was noted

**22/23.41 End and Change of Tenancy**

The report was noted and Members asked to consider any changes to the name

**22/23.42 Budgets and Forecasting**

The report was noted and Members discussed pricing structures

**22/23.43 Transfer of Undertaking**

The Clerk provided a verbal update on the TUPE

There being no further business the meeting closed at 10.08pm

Chairman .....

Date .....