

**Minutes of the Sports & Social Centre Sub Committee Meeting
held on 7 June 2022 at 7.30pm at the Parish Office, Main Road, Danbury**

Present: Cllrs S Berlyn, A Chapman, G Chapman, M Hessing,

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

22/23.01 Election of Chairman

Cllr Hessing nominated Cllr Berlyn, seconded by Cllr G Chapman. There were no other nominations and Cllr Berlyn was elected unopposed

22/23.02 Election of Vice Chairman

Cllr Berlyn nominated Cllr Hessing, there was no seconder. Cllr A Chapman nominated Cllr G Chapman, there was no seconder. This item was deferred to the next meeting

22/23.03 Apologies for absence

Cllrs Armstrong, Orange and Sutton

22/23.04 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

22/23.05 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

22/23.06 Terms of Reference

RESOLVED: that the revised Terms of Reference be recommended to the Leisure, Activities & Facilities Committee at the next available opportunity

22/23.07 Matters for Report (for information only)

There were no matters for report

22/23.08 Dates of next meeting

Tuesday 26 July at 7.30pm

22/23.09 Exclusion of Press and Public

RESOLVED: that in accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 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 were instructed to withdraw, proposed by Cllr A Chapman and seconded by Cllr G Chapman, all agreed

23/23.10 IT and Website Systems proposals

RESOLVED: that the integration and improvements to the IT systems between the Parish Council and the Sports & Social Centre and transfer of existing website to be managed by Lodge Information, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

22/23.11 Booking, Management Information and Finance System proposal

RESOLVED: that the following proposals be agreed, proposed by Cllr A Chapman and seconded by Cllr G Chapman, all agreed

- The purchase of Club Right Membership and Booking System and the Xero Accounting Software
- The opening of a Barclays Bank Account in the name of the Danbury Parish Council – Sports & Social Centre with the current signatories continue.
- The Rialtus system is upgraded to multi-user

22/23.12 Building maintenance proposal

RESOLVED: that the following proposals be agreed, proposed by Cllr A Chapman and seconded by Cllr G Chapman, all agreed

- That Mr J Eden (Facilities and Health & Safety Consultant) be retained to provide advice and guidance for a period of up to 6 days, subject to further review
- That quotes be obtained for the potential Building Condition Survey Works identified for 2022/2023
- That the additional cost of monthly water temperature checks carried out by the current contractor, Primec, to commence post transfer
- That the out of hours security service, Oakpark Security, currently contracted by the Parish Council be retained in order to deal with any alarm call out when the Sports & Social Centre is closed

22/23.13 Health & Safety proposal

RESOLVED: that the following proposals be agreed, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

- A 1-year contract with the Peninsula Health and Safety Management System

22/23.14 Asset and Contract Transfer

The report from the Clerk in relation to the transfer of assets and contracts was noted

22/23.15 Licencing and bar services

RESOLVED: that the following proposals be agreed, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

- The Clerk undertakes training and exam for Personal Licence
- The appropriate Licences be applied for in time for the transfer

22/23.16 Transfer of Undertaking

RESOLVED: that proposal as per the report be agreed, subject to further legal advice, proposed by Cllr G Chapman and seconded by Cllr A Chapman, all agreed

22/23.17 Further Reports for next meeting

It was noted that in addition to updates, further reports on budgets and forecasting, the gym agreement with Lifestyle Fitness and end of tenancy arrangements in relation to keys, passwords and potential redecoration of will be presented for consideration at the next meeting

The Chairman thanked the Clerk for the reports

21/22.36 Dates of next meetings

Tuesday 26 July 2022 at 7.30pm

There being no further business the meeting closed at 9.32pm

Chairman

Date