

Centre Management Committee Meeting

Thursday 6th February 2025 at 7.00pm



Minutes

Location: Zoom Online

Committee Members:

Dean Smith (Chair)	Attended	Richard Paragreen	Attended
Anna Swann	Attended	Michele Hunt	Attended
Steve Rolt	Attended	John Hopkins	Attended
Carole Stephenson	Attended	Maxine Brand (Admin)	Attended

ITEM		ACTION
1.	Chair's Introduction and Welcome No apologies were received and all were in attendance.	
2.	Declarations of AOB DS as Chair and CS as the Acting Centre Manager declared that they are husband and wife.	
3.	Previous Minutes and Matters Arising 3a. The minutes of the meeting of 14th November 2024 were assumed read. No questions were raised. The minutes were approved - upload to SharePoint and the website. 3b. Actions Log: See separate updated "Actions Log"	ACTION: MB
4.	People & Roles Recruitment – An update was given by the Centre Manager (agenda item 7). Lowther's Knights Sub-Team – DS reported that there has been no leader since the LK Manager resigned and that he has assumed responsibility in the interim. A meeting was recently held and it was decided to cancel the crate stacking project for which they had fundraised for and a meeting will take place to discuss how these funds can be spent. The cross charging of equipment in the trailer has now stopped, which will allow the Centre to make more profit. It has been established that the Knights are a sub-team to support SJLC and their role is to carry out tasks as required by the Centre Manager.	
5.	Finance Reports The reports of 29 th January were available to view. A surplus of £21k is shown, compared to a deficit of £20k last year. It was acknowledged that this is the result of significant work by the staff at SJLC. There are some payments to be made towards the end of the financial year which may impact on the year end summary. Some of the income will be deposits for bookings at the Centre for the summer months. It was noted that sustaining activities is difficult with school bookings during the daytime over weekdays, due to the availability of instructors. There is more work to be done with marketing to schools, as well as local commercial opportunities.	

6.	Decisions & Policies Log 118 – All risks and associated actions on the Centre risk register should be owned by one of the CMC. All agreed.	Review in 2 years
7.	Centre Manager Report A written report was available to view. A summary was given that bookings are healthy with an increase in school visits. Thanks were given by CS to the staff who have been supporting with bookings administration since she returned to the centre in January. There is a new Centre Volunteer who is going through the induction process and recruitment for a new Cleaner and Maintenance Person is progressing, to replace existing staff. The current Maintenance Person has said that he will be happy to volunteer in the future to support both the Centre and activities. An update was given that there have been issues with the biomass boiler this week, with it stopping and staff have needed to intervene to restart it. Work to clean out the silo has been carried out, estimated at a cost of £300, as well as the replacement of the heat meter which was planned.	
7a.	SJLC Staff Meeting Minutes The minutes of the meeting were available to view. No questions were raised.	
8.	Outstanding Invoices There are no outstanding invoices.	
9.	Maintenance & Servicing Community Payback - the team are painting the inside of the toilet block to improve it as a low-cost temporary measure and once this is complete, they will work to improve the appearance of the outside area. There are also plans to refurbish the archery, bouldering and shooting ranges. Tree Maintenance – DS met with Desborough Groundworks, an individual who is an ex-Scout, who could do some of the work. It was confirmed that he had the necessary qualifications to cut wood with a chainsaw, but not to climb or work at height.	
10.	Centre Projects and Jobs – priorities and costings An update was given that work to improve the kitchen is overdue. A replacement cooker may be required and the estimated cost for this is expected to be £4k.	
10a.	SJLC Outdoor Activity Audit & projected costs for 2025/26 The report was available to view and the format was explained. There is an addition to the report for Squirrel Scouts and it was highlighted that we need to be able to offer suitable activities for 4–5-year-olds. CMC approved the report and this will go to the F&GP committee for their approval in March.	ACTION: MB
11.	Risk Register Reviewed was Risk 38 – The Centre is financially reliant on a narrow portfolio of clients.	

	It was discussed that this is no longer a risk as we have a wide range of customers now. This will be removed from the Risk Register.	ACTION: DS
12.	Amenities Block Update SR updated that the County will provide £10k from the long-term maintenance fund to start the project, which will be repaid over a period of years to be agreed. Additionally, grants are available from the local councils. Someone needs to be recruited to take responsibility for fundraising for the project. It is hoped that this will be the last summer of the current amenity block.	
13.	Any Other Business DS requested to be added to the distribution for the minutes of F&GP to create a tighter link between the two committees. Future meeting dates 8 th May, 28 th August, 13 th November 2025 The next meeting will be held on Thursday 8th May 2025, via Zoom online.	ACTION: MB to pass request to F&GP.
	Close of meeting: 8pm	

These minutes have been approved as an accurate record of the meeting.

PP M. Smith

Dean Smith, Chair

Date.....*08/05/25*