Centre Management Committee Meeting
Thursday 8th May 2025 at 7.00pm

Minutes

Location: Zoom Online

Committee Members:

Dean Smith (Chair)	Attended	Richard Paragreen	Attended from 1950
Anna Swann	Apologies	Michele Hunt	Did not attend
Steve Rolt	Apologies	John Hopkins	Attended
Carole Stephenson	Attended	Maxine Brand (Admin)	Attended
Debi Davey	Apologies		

ITEM		ACTION
1.	**Chair's Introduction and Welcome** Apologies were received from Anna, Steve & Debi. Richard had advised that he would be arriving late. **Declarations of Interest** None.	
2.	**Declarations of AOB** None.	
3. 3a.	**Previous Minutes and Matters Arising** The minutes of the meeting of 6th February 2025 were assumed read. No questions were raised. The minutes were approved - upload to SharePoint and the website.	**ACTION: MB**
3b.	**Actions Log:** See separate updated Actions Log	
3c.	**Feedback and timescale of F&GP activity improvements** The SJLC activity report was reviewed by F&GP in March and was approved by the trustees, with the exception of the high chair which had been requested for the tomahawk range. Air pistol shooting will be a new activity and it is hoped that this will be up and running from July, once instructor training is complete. Significant improvements will be made to the tomahawk and archery ranges.	
4.	**People & Roles**	
4a.	**Retirement of Robert & Virna Vincent** After many years of loyal service, Robert and Virna will be leaving at the end of May. The County have kindly agreed to pay for a lunch to mark their retirement, which staff will be attending.	
4b.	**Centre Maintenance & Centre Cleaner recruitment** Following two recruitment attempts, both vacancies were thought to be filled. Unfortunately, however, the person recruited for the Centre Maintenance role has since decided not to take up the position. Recruitment for this role is therefore ongoing.	

5. 5a/b. 5c.	**Finance Reports** Reports were available to view. **Income & Expenditure Year to Date / Year to Date – Expanded** The reports have minimal detail as they are only 1 month in to the new financial year. **Income & Expenditure Year 2024-2025 – Expanded** Although Xero reports will change, they provide an indication of the centre's financial position, showing a significant increase in income compared to the previous year. The hard work of both staff and volunteers in achieving this was commended.	
6.	**Decisions & Policies Log** **75 – The County Centre Risk Assessment should not include The Football Ground** This was approved by CTB in April. **82 – It was agreed to support SJLC by a further £10k for improvements and refurbishments.** This was reviewed by CTB in April. CMC acknowledged that support has been given with investment to the Centre. **125 – SJLC Risk Register** It was agreed that CMC continue reviewing Centre actions included on the County Risk Register. DS will update the actions ahead of the next CTB Risk Review meeting. The security of the site is the biggest risk and this will be highlighted for action.	
7. 7a. 7b.	**Centre Manager Report** A written report was available to view. A summary was given that bookings are good with a number of different customers. Positive feedback has been received from a recent school visit and Scout Group. **SJLC Staff Meeting Minutes** The minutes of the meeting were available to view. No questions were raised. **Security concerns & actions** On 21st March, four youths attempted to enter the Centre and were chased away. They returned frequently, causing damage and starting fires. Trail cameras were used to record the activity, after which the police were informed. When an officer visited, they found a camp outside the site, along with a rope swing made from items stolen from the Centre. The youths were identified, and the police are deciding what action to take, possibly via a youth offending team. This incident has highlighted the need to improve security at the Centre. Bee Tee Alarms provided a quote to install a panic alarm in the office to protect staff, which was approved by the County Chair and has been installed. Security grilles for the windows are also being considered. A quote was available to view from Bee Tee Alarms for £5,800 for the installation of CCTV at the centre. This was part of the long-term development plan for the Centre, but the need for security measures to protect staff and users of SJLC has been further highlighted. The gate by the football club was noted as an area which would benefit from security lighting and this will be investigated further. A review of perimeter security has been identified as necessary for security and safeguarding purposes, as access to the site is too easy in some areas. Planting may be a long-term option however fencing will also be required.	 **ACTION: DS**

	All agreed to the immediate action of CCTV being necessary and supported the recommendations made. DS informed the committee that the site has been made available as a free training venue for police dogs. Although the site is usually dog-free, this has been authorised as it will serve as a visible deterrent and allow familiarisation of the site which will be beneficial should they be called in for any future incidents.	**ACTION: F&GP**
8.	**Outstanding Invoices** The Centre Manager reported that there are no outstanding invoices.	
9.	**Maintenance & Servicing** Document available to view. KFC foul drainage – See also Actions Log. There has been no further progress and the issue will be passed to the County Chair for review. DS to arrange a meeting between County Chair, RP and DS. Durapump – An inspection of the two pumps at SJLC and the one at the Football Club is due and notice will be given of the visit taking place.	 **ACTION: DS**
10. **10a.** **10b.**	**Centre Projects and Jobs – priorities and costings** **Go-kart track improvement plan** The paper was available to view. Lowther's Knights would like to upgrade the track by spending £700, using funds that they have raised and which are now held in the County account. Everyone agreed that the improvements would be beneficial. It was recommended that the tyres should be secured so that they cannot be used elsewhere on site and that the possibility of installing lighting in the area should be investigated. **Five-year improvement plan** F&GP have asked for CMC to identify a five-year improvement plan which is a significant task but a reasonable request.	 **ACTION: DS**
11.	**Risk Register** DS will update ahead of the CTB Risk Review Meeting.	
12.	**Amenities Block Update** The CTB have approved the budget. They now need somebody to manage the project. Update provided by MB, reading from the CTB minutes.	
13.	**Any Other Business** None. **Future meeting dates** 28th August & 13th November 2025 **The next meeting will be held on Thursday 28th August 2025, via Zoom online.**	
	Close of meeting: 8.13pm	

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

pp MBrf Dean Smith, Chair Date..28/08/25