Centre Management Committee Meeting
Thursday 28th August 2025 at 7.00pm

Minutes

Location: Zoom Online

Committee Members:

Dean Smith (Chair)	Attended	Richard Paragreen	Attended from 1940
Anna Swann	Apologies	Michele Hunt	Attended
Steve Rolt	Apologies	John Hopkins	Apologies
Carole Stephenson	Attended	Maxine Brand (Admin)	Attended
Debi Davey	Attended		

ITEM		ACTION
1.	**Chair's Introduction and Welcome** Apologies were received from Anna, Steve & John. Richard had advised that he would be arriving late. **Declarations of Interest** None.	
2.	**Declarations of AOB** None.	
3. 3a. 3b.	**Previous Minutes and Matters Arising** The minutes of the meeting of 8th May 2025 were assumed read. No questions were raised. The minutes were approved - upload to SharePoint and the website. **Actions Log:** See separate updated Actions Log	**ACTION: MB**
4. 4a.	**People & Roles** **Centre Maintenance & Centre Cleaner recruitment** Both roles are being covered on a temporary basis.	
5. 5a/b.	**Finance Reports** **Income & Expenditure Year to Date / Year to Date – Expanded** The reports were available to view. On paper it suggests that expenditure is £10,500 more than income however money had been accrued last year, when bookings were taken. It was raised that the water costs appear to have increased. CM confirmed that usage at the Centre was high in July, but that our last bill was a minus figure, therefore it is anticipated that this will even out. The payment for the solar panels was not showing on the report although it is understood that this has been received. MB will check this.	
6.	**Decisions & Policies Log** 95 Review of SJLC Site Fees – It was agreed that fees will be reviewed each year. 108 KFC Agreement – It is understood that there will be a revised agreement. 114 Amenities Block – Review by the CTB is awaited.	

7.	**Centre Manager Report** A verbal update was given by the Centre Manager. **Recruitment** – Maintenance is being covered temporarily by an excellent individual, and it is hoped he might want to stay on a permanent basis. The Centre Supervisor is currently covering the cleaner role in addition to normal duties, and this will be reviewed by AS in September. **School bookings** – It has been identified that a Schools Liaison Officer role is needed, who will be in contact with the hirer once a booking has been made. Schools will be met and supported on the day of booking, to improve the experience and communication. A suitable person for this voluntary role has been identified. **Probation Service** – Concern has been expressed by some schools attending about having individuals on site, resulting in the team being told that they cannot come when schools are booked. This creates difficulty for the Probation Service and it was suggested that in the future, the proposed Schools Liaison Officer can advise the school to include their attendance in risk assessments, to allow work to be carried out whilst schools are on site. **Family Camp** – This was advertised in the newsletter and on Facebook which copies into the public domain. CS had not been directly notified. There was concern about how this would be staffed and the risks of having members of the public on site. The toilet facilities at SJLC for camping are basic, and our reputation was felt to be at risk if users were disappointed by the experience. CS made the decision that only one weekend would go ahead due to concern about the security of the site. Both CS and DS stayed on site for the weekend of 16/17 August. There were 12 people on site (3 families), in addition a tomahawk course was arranged, and Lowther Knights were present. DS reported that there was disregard for the rules of the challenge course, and one person attending had his pellet gun and was using the range for this with his son and this was required to be managed. Additional, unaccounted for members of the public also attended. These were friends/family of those camping, and no charge was made for these. It was felt that whilst there may be benefit to hiring the Centre to the public for camping and activities, but that better planning and risk assessment would be required in the future. **SJLC Staff Meeting Minutes – 18th August 2025** The minutes of the meeting were available to view. No questions were raised.	
8.	**Outstanding Invoices** The Centre Manager reported that there are no outstanding invoices of concern.	
9.	**Maintenance & Servicing**	
9a.	Foul Pump Station at Football Club – (See also Actions Log) Prologis have agreed to cover the cost to empty the chamber as required, until repairs can be carried out. It was agreed that this matter needs to be passed to F&GP/CTB.	**ACTION: F&GP/CTB**
9b.	Storm drain repairs – The current quote for repairs was available to view. All agreed with recommendation by RP that the work is carried out. RP has also circulated a quote from 2 years ago for similar works but it is not known what the outcome of this was, as feedback was not been received from the F&GP committee at that time.	**ACTION: MB to check & submit to F&GP**

10.	**Centre Projects and Jobs – priorities and costings** DS highlighted some areas that require attention, as follows: Tunnelling – Lowther's Knights carried out an inspection and a roof over the area may be necessary. This is a larger job than initially anticipated. Climbing Wall – the joints and bolts are starting to rust and remedial action was recommended by the yearly inspection for three consecutive years. DS has now carried out this task. Additionally, the hole at the back of the tower is causing rust on the frame, as rain is being driven into the area. Additional work will be necessary, but this will not be an easy task as a cherry picker will be needed.	
10a.	**Perimeter Security** – A document was available to view listing options to improve the security of the site. The committee discussed and supported the document, and this will be passed to F&GP for their consideration.	**ACTION: F&GP**
11.	**Five-year development plan** The process for a plan has been started. DS asked that he is notified if any improvements are known to be required.	
12.	**Risk Register** The issue of trees was highlighted as we do not have an agreement for the maintenance of these. This will be passed to F&GP for review.	**ACTION: F&GP**
13.	**Lowther's Knights Update** The minutes of the Lowther's Knights meeting of 19th July 2025 was available to view. DD verbally updated that steps to improve communication within the team are underway. The pond area fencing had been highlighted in the minutes, DS confirmed that no action is required by LK in this area.	
14.	**Amenities Block Update** There was no update available. Whilst DS has had one informal conversation regarding progressing the project, detailed instructions as to what is required have not been provided.	
15.	**Any Other Business** None. **Future meeting date:** 13th November 2025	
	Close of meeting: 20.35pm	

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

pp MUBrl Dean Smith, Chair Date 13/11/25