

Centre Management Committee Meeting

Thursday 13th November 2025 at 7.00pm



Minutes

Location: Zoom Online

Committee Members:

Dean Smith (Chair)	Attended	Richard Paragreen	Attended from 1940
Anna Swann	Attended	Michele Hunt	Attended
Steve Rolt	Apologies	John Hopkins	Attended
Carole Stephenson	Attended until 1930	Maxine Brand (Admin)	Attended
Debi Davey	Did not attend		

ITEM		ACTION
1.	Chair's Introduction and Welcome Apologies were received Steve. Richard had advised that he would be arriving late. Declarations of Interest None.	
2.	Declarations of AOB None.	
3.	Previous Minutes and Matters Arising 3a. The minutes of the meeting of 28 th August 2025 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 The Centre Maintenance role has been taken on permanently, and the Cleaner role cover by the Centre Supervisor has been extended until the end of the financial year. Letters confirming these roles are to be sent.	ACTION: AS
5.	Finance Reports 5a/b. Income & Expenditure Year to Date / Year to Date – Expanded The reports were available to view. There were no questions raised. The issue with staff salaries being duplicated on Xero has been resolved and SJLC currently shows a surplus. Changes will be made by the new Treasurer to the way that income is accrued to ensure an accurate picture of finances is given in the future. The SJLC team were congratulated by the trustees on an increase in shop sales. Future consideration needs to be given to the variety of items available to purchase by users.	
6.	Decisions & Policies Log 108 KFC Agreement – The agreement expired on 9 th August 2024 and continues on a rolling 30-day term. There are ongoing discussions regarding the agreement and the complexities involved with both KFC and Prologis. 114 Amenities Block – The CTB have agreed to continue with the project.	

7.	Centre Manager Report SJLC Staff Meeting Minutes –27th October 2025 The minutes of the meeting of 27th October were available to view. No questions were raised. A summary of the SJLC Staff Meeting minutes was given. The 2026/27 prices have been approved and work is being done to update quotes which were estimated on the current year. A meeting took place to discuss improvements that might be made to the Centre booking forms and HC is supporting with this. Clarification was given that the cancellation period has been changed, with approval by the F&GP committee, to 12 weeks for County events. Concern was raised about late cancellation by other users, and the impact on this for the Centre. It was agreed that the Centre terms & conditions should be reviewed. It was suggested that the deposit should be a percentage of the overall cost, rather than the current set amounts. The Centre Manager confirmed that if late cancellation was due to severe weather conditions that a refund or rebooking would be offered. The permanent Centre Manager is returning from maternity leave in January and a handover with CS will take place.	ACTION: AS/ F&GP to review
8.	Outstanding Invoices There were no outstanding invoices at the time of the meeting.	
9.	Maintenance & Servicing RP was congratulated and thanked for his negotiations with Durapump to reduce the cost of Storm Drain repairs to £4,500. This was approved by the F&GP committee and work has commenced. Electrical testing - RP raised that testing at the Centre should be carried out. Our last test was 6 years ago, however it is understood that this is required 5-yearly. It was raised that we may be required to carry out annual testing at the football club. Elect Cert Limited were recommended for a quote to be given (enquiries@eleccert.co.uk). 9a. Durapump Maintenance Contract Renewal – RP explained that the contract, which expires in April/May is due for renewal, with the next planned visit expected in June 2026. We have had an agreement for the past 10 years. We are currently paying £717.60/year to cover 3 pumps. The foul chamber at the football club does not need to be covered due to this currently being treated as a septic tank, and RP has therefore negotiated a price of £558/year to cover the servicing of 2 pumps, the foul and storm at SJLC. This price is guaranteed for 5 years. Additional costs will apply for maintenance required as part of the inspections by Durapump. All agreed that this was a reasonable cost, and this will be passed to F&GP for approval. RP recommended that some data is produced to establish how much has been spent on Durapump maintenance, both planned and unplanned, at the Centre over the past 5 years. It was noted that 2 kiosks have been replaced during this time and that these were high one-off costs.	ACTION: CS ACTION: F&GP for approval ACTION: AS

10.	Centre Projects and Jobs – priorities and costings An update was given that it is intended that work to the tomahawk shed (no cost), climbing shelter (approved by F&GP), archery shelter (£3K approved) begins by 31st March 2026. The security of the deep-water pond should be completed by early 2026. The pragmatic solutions for perimeter security at SJLC have been approved by the CTB and work will commence on these. There is water coming into the Tunnelling area and plans are being discussed to resolve this. Approval for funding has not yet been sought. The climbing tower was inspected this month. There is a missing panel and rusting is occurring due to this. A solution needs to be found, however this is expected to be costly due to the equipment required to achieve this.	
11.	Five-year development plan Suggestions made by the SJLC team will be considered for the 5-year development plan, and the ideas were available to view in the SJLC Staff Meeting minutes. It was raised by the CMC committee that some work may be required in the car park as some gravel needs replacing, and the suggestion made that paving may be a more suitable option, although additional drainage requirements would need to be considered. Additionally, a more durable surface for the paths around the site was suggested. The plan will be produced by DS for consideration at the F&GP meeting in early 2026.	
12.	Risk Register Risk 40 - Safeguarding children and vulnerable persons using the SJLC site – There is concern about potential access to the site and young people. Some work to mitigate this risk has started. Risk 44 - Risk from falling branches or trees – The pine trees on site were expected to be felled, at no cost, however the agreement that had been made with Savills has not progressed. CMC have raised concern about the risk and have asked for support from F&GP.	ACTION: F&GP
13.	Lowther's Knights Update The minutes of the Lowther's Knights meeting of 2025 was available to view. It was acknowledged that a good job had been made of the Go-Kart track. Support was given by the Knight's to a user on site who had experienced blocked sinks, and issues with the grease trap. RP suggested that this could be added to the Durapump servicing and he will obtain a price for the work.	ACTION: RP
14.	Amenities Block Update DS has been instructed by the trustees to proceed with the Amenities Block Project. Whilst fundraising options are being investigated, it has been agreed to underwrite the full amount for the project from County funds, to ensure that the project can go ahead. The Centre will be required to pay back some of the cost, the amount dependent on any fundraising achieved. DS has started work for the asbestos survey and planning permission.	

15.	Any Other Business AS has had an offer of some free plastic chairs (approx. 70), and 4 with a soft cushioned back, which are available for collection from Finedon Community Centre. They are thought to be in good condition and sturdy. AS to pass details to DS. Future meeting date: Thursday 12th February 2026	ACTION: AS/DS
	Close of meeting: 20.31pm	

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


 Dean Smith, Chair
 Date 12th February 2026