

SOUTHWATER PARISH COUNCIL

Minutes of a Leisure Management Sub-Committee (being a sub-committee of the Finance and General Purposes Committee) meeting held on Wednesday 9th October 2013 commencing at 7.00pm in the Council Chamber, Beeson House, Southwater.

Present Were: Mrs. P. Flores-Moore (Chair)

Mr L. Apted
Mr G. Watkins

Mr P. Buckley
Mrs J. Williamson

Clerk: Mrs J. Nagy

Leisure Centre: Mr. S. Brew, Leisure Centre Manager

District Councillors: Apologies received

Public: None

LC21/10/13 PUBLIC PARTICIPATION

The Chairman advised those present of the housekeeping rules in terms of fire and health and safety. The Chairman asked that Members of Council ensure that any mobile phone was either turned off or alternatively put on silent mode. Mrs. Flores-Moore indicated the safety precautions in the event of a fire or alarm being sounded. Should any member of Council wish to leave the meeting at any time to take an emergency call, they should do so through the Chair.

At this point in the meeting it was **RESOLVED** that standing orders be suspended to allow for public participation.

There being no member of the public present, Standing Orders reinstated.

LC22/10/13 APOLOGIES

There were apologies received and noted from Dr Cash and Mr Cole.

LC23/10/13 DECLARATIONS OF INTEREST

There were no declarations of interest at this point.

LC24/10/13 MINUTES

It was **RESOLVED** by all present, that the Leisure Centre Sub-Committee Meeting minutes dated 10th July, 2013 having already been agreed by Council, should be taken as a true and correct record of the meeting held.

LC25/10/13 CHAIRMAN'S ANNOUNCEMENTS

The Chairman has no announcements.

LC26/10/13 CORRESPONDENCE

The Deputy Clerk stated that the Council office had received no correspondence of note.

LC27/10/13 LEISURE CENTRE MANAGER'S REPORT

The Deputy Clerk referred Members to the Manager's report (October 2013) as circulated prior to the meeting and asked whether Members had any questions they wished to raise.

Mrs Flores-Moore noted that gym attendance figures had dropped slightly in September. Mr Brew said that this may be due the staff getting used to operating the SCUBA system, and not recording visits correctly. If the reception desk is not manned at the time a gym customer arrives, and they do not sign in, then they may not be recorded.

Mr Brew noted that direct debit customers are using the gym more than PAYGO customers

Mr Apted said that he was concerned that if customers did not sign in, how did the staff know who was in the building at any one time. The Deputy Clerk said that it was quite common for people to be in Council buildings without staff being aware, for example, coming in to use the toilets. Fire procedures in all buildings were such that staff checked and cleared all rooms during evacuation, including toilets and communal areas. Full fire evacuation exercises were carried out every six months in both the Leisure Centre and Beeson House.

The Deputy Clerk asked Mr Brew if the staff carried out spot checks in the gym to ensure that PAYGO customers had paid at reception. He replied that they did.

It was agreed that the peak shown in direct membership usage in August 2013 seemed unusual, so Mr Brew will check this figure.

Mr Brew reported that Summer Club was not as successful as last year in terms of income and attendance, but this may be due to Angie the Youth Worker being unavailable for one week.

Mrs Williamson asked if people had to book ahead, but Mr Brew said that they did not.

Mrs Williamson said it may have been due to the very hot weather in August, and parents deciding that they wanted to take their children out, rather than them attending Summer Club.

Mrs Flores-Moore asked if Ofsted registration was required every year, and Mr Brew confirmed that it was.

Mr Watkins asked if there was any time that there was no staff on duty, and Mr Brew replied that there was at least one staff member in the building at all time. Although he had had his doubts, he confirmed that the Centre was

running well on only 5 ½ staff.

Members noted the Leisure Centre Manager's Report.

LC28/10/13 LEISURE CENTRE BUDGET 2014/15

The Deputy Clerk stated that it was intended to bring the Draft Leisure Centre Budget 2014/15 discussions before Full Council for its initial discussions in the public domain.

Members noted that the initial budget discussions would take place at Full Council in October 2013.

LC29/10/13 MAINTENANCE

Leisure Centre Roof

Mr Brew reported that he still needed to go up on the roof with Councillor Watkins, who had offered his expertise.

Mrs Flores-Moore expressed her concerns about this, asking if Mr Watkins was insured. Mr Watkins confirmed he had personal insurance, and the Deputy Clerk said that he should be covered under the Council's insurance. Mr Brew will be carrying out a full risk assessment prior to accessing the roof, with particular attention to working at heights.

Mr Watkins will liaise with Mr Brew to arrange a convenient time to access the roof.

Leisure Centre Bins

The Deputy Clerk referred Member's to the Leisure Centre Manager's Report on potential savings and asked for direction from the Leisure Sub Committee.

Mr Brew reported that waste collection costs had risen, and that he wanted to purchase re-cycling bins for each room at the Leisure Centre in order to replace one of the large skip bins with a cheaper recycling bin. The cost would be the same in the first year, which would include the costs of purchasing additional bins, but this cost would decrease on subsequent years.

It was RESOLVED to recommend to the Finance & General Purposes Committee that the collection from HDC would be changed from two 1100 litre waste bins to one, plus one 1100 recycling bin and that 22 recycling bins for internal use should be purchased as per Mr Brew's report.

LC30/10/13 HEALTH & SAFETY

The Deputy Clerk referred Member's to the Leisure Centre Manager's Report.

Members noted the comments made.

LC31/10/13 DATE OF NEXT MEETING

The date of the next meeting will be 7.00 p.m., **Wednesday, 8th January 2014**

Mrs Flores-Moore noted that again this meeting had concluded within half an hour, and Councillors now had to wait until the commencement of the F&GP meeting at 8pm. She suggested that less time be allocated for this meeting in future.

It was RESOLVED that at the time that the agenda is issued, it would be decided whether to allocate the full hour, or whether the time of 7.15pm to 8pm would be sufficient to conduct and complete all business.

The meeting closed at 7.25pm.