

SOUTHWATER PARISH COUNCIL

Minutes of an Leisure Management Sub-Committee (being a sub-committee of the Finance and General Purposes Committee) meeting held on Wednesday 16th November, 2016 commencing at 7.00pm in the Council Chamber, Beeson House, Southwater.

Present Were: **Cllr P. Flores-Moore (Chair)**

 Cllr L. Apted **Cllr G. Cole**
 Cllr G. Watkins **Cllr N. Whitear**

Clerk: **Mrs.C.Tobin**

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

District Councillors: **Apologies received**

Public: **2**

LC30/11/16 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. The Chairman 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.

There were no matters raised at this point by members of the public.

LC31/11/16 APOLOGIES

There were apologies received and noted from Cllr.K.Diamond.

LC32/11/16 DECLARATIONS OF INTEREST

There were no declarations of interest at this point.

LC33/11/16 MINUTES

To discuss and approve the Minutes of the meeting held on Wednesday, 13th July and 12th October 2016.

The Minutes of the Leisure Centre Sub-Committee Meetings of the 13th July and 12th October 2016 were APPROVED by all present.

LC34/11/16 LEISURE CENTRE MANAGER'S REPORT

The Chairman, Cllr Flores-Moore referred Members to the Leisure Centre Managers Report. She stated that she had raised a number of items in relation to the report with the Clerk and had received a response from the Clerk. The Clerk duly read the questions and answers to members in relation to the budgetary items the main question being in relation to the Multi User Games Area. Current financial information and future forecasts were discussed, the

Clerk stating that the projected figure for income of £21,750 was based on full usage (five days per week x four hours per day = 1000 hours per annum x £21.75 net = £21,750). Should the Committee wish to recommend this to the Finance & General Purposes Committee the Clerk would be happy to discuss.

Cllr.Watkins view was that this was not a realistic figure and the Council would be better to look at the current year and the previous year end figures. Cllr.Flores-Moore stated that she agreed, with all present confirming that they would not wish to use the higher figure in the budget this being unrealistic.

Cllr Cole raised questions in relation to the gym membership which was slightly down whilst income seemed higher. Mr.Brew stated that he could not at that point provide an answer for this differential, but confirmed that a number of clients had left to join a new gym in Horsham. He would be expecting to see increased gym membership in January/February 2017.

There were concerns that due to the staff shortages that some members or users may be using the gym either without signing in or paying and it was acknowledged that without a full time receptionist on duty during the day this was difficult to manage. Cllr Whitear and Watkins indicated that they thought that a swipe system to both the gym and outside of the building could be a way forward and those present agreed.

It was AGREED by all present that the Leisure Centre Manager should progress this idea and obtain costs for such systems.

Cllr Watkins indicated that in relation to staff shortages he was extremely concerned about lone working within the Council including the Leisure Centre. The Clerk indicated that she had asked the Locum Deputy Clerk, Mrs.Shippen to look at lone working in the Council overall and prepare a report and draft policy for consideration. This did not only apply to the Leisure Centre, but to the litter wardens and office personnel.

The Locum Deputy Clerk to prepare a Report on Lone Working within the Council and prepare a Draft Policy for consideration by the Parish Council.

Cllr Whitear stated that the sub-committee had in the past discussed the possibility of Personal Training at Southwater Leisure Centre gym and wondered how this was progressing. The Clerk stated that she had found the previous correspondence relating to this and would try and ensure that information was available for members by the January 2017 meeting.

The Clerk to prepare correspondence in relation to Personal Training in conjunction with the Leisure Centre Manager for discussion at the January 2017 sub-committee meeting.

LC35/11/16 DATE OF NEXT MEETING

The date of the next meeting will be **7pm on Wednesday, 11th January 2017**. This meeting would be followed by the Finance & General Purposes Committee at 7.30pm. **The meeting closed 7.22pm.**