

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 July, 2015 commencing at 7.00pm in the Council Chamber, Beeson House, Southwater.

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

Mr L. Apted
Mr G. Cole

Mr P. Buckley
Mr.G.Watkins

Clerk: Mrs.C.Tobin

Leisure Centre: Mr S. Brew, Leisure Centre Manager

District Councillors: Apologies received

Public: 2

LC22/07/15 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.

Mr.Cole stated that he was concerned about the walk space in the Leisure Centre Car Park where there was a gap through to the footpath in that this appeared to be blocked by a large vehicle and surely this should be kept clear.

The Leisure Centre Manager stated that he would look at this and see if hatching or some other form of deterrent was possible.

At this point in the meeting the Chairman suspended Standing Orders in order to allow members of the public to speak.

Members of the public present did not wish to speak.

Standing Orders reinstated.

LC23/07/15 APOLOGIES

There were apologies received and noted from Mr.Green.

LC24/07/15 DECLARATIONS OF INTEREST

There were no declarations of interest at this point.

LC25/07/15 MINUTES

It was RESOLVED by all present, that the Leisure Centre Sub-Committee Meeting minutes dated 8th April, 2015 having already been agreed by Council, should be taken as a true and correct record of the meeting held.

LC26/07/15 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

LC27/07/15 CORRESPONDENCE

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

LC28/07/15 LEISURE CENTRE MANAGER'S REPORT

The Chairman referred Members to the Leisure Centre Manager's July Report and asked whether there were any comments or questions Members wished to make?

The Manager reports that whilst both direct debit membership and total use of the gym was down the pay as you go membership was up on the previous year.

The Manager reports that inductions are slightly down on target of 20%. Mr.Brew stated that from the June figures it looked like the Centre was operating back at the same levels as previously, there normally being a dip during the year.

Mr.Brew expressed concern about the membership fees and inductions being combined within the accounts. The normal practice being that these were split at year end. Members asked the Clerk whether it was possible to split this during the year, the Clerk could see no reason why this was not the case and would check with the accounts team who processed such income.

The Clerk to investigate the reasons behind the income for membership fees and inductions being combined.

Mr.Watkins pointed out to Mr.Brew that the figures quoted within his report on gym membership were incorrect. Mr.Brew apologised stating that this was a clerical error on his part and this would be rectified in the figure for the next quarterly meeting.

Mrs.Flores-Moore was concerned that the budget for the Leisure Centre in terms of hall hires was down on budget and this was concerning her. Mr.Brew stated that the Centre always dipped in the Spring/Summer months, with much the income being seen in the second half of the financial year, he did not feel that hall hire was down overall.

Mrs.Flores-Moore pointed out that it had been agreed that the colours used in the diagrams provided were to be consistent with each other, and it was suggested that only three year worth of figures be highlighted in the graph although Councillors wished to have the actual figures above the graphs for the

five year period.

Mr.Brew to ensure that the graphs are consistent with one another in terms of the colouring using and that only three years of figures be analysed in the graph whilst five years actual figures highlighted above the graphs in question.

The Clerk reported that the repairs to the pitches had been completed in the main as had repairs to external lighting.

The Clerk brought to Members attention a number of anomalies in relation to some customer accounts in terms of what they were being charged. This surrounded the Centre trying to ensure that all areas were actively let, however it has led to anomalies in set up charges and hall hires, which will have to be addressed or a policy set in relation to this by the Committee. Where such historic arrangements have occurred it is proposed to discuss with the clients the current position with a view to resolving the anomalies bring them all into line with the current booking and pricing systems.

Mr.Watkins proposed to the sub-Committee members that perhaps the way forward was to set up a charge for those historic issues in relation to setting up to be given the set up time as a discount where applicable.

It was agreed that the Clerk and the Leisure Centre Manager would meet with the relevant customers in order to discuss the various issues in relation to their account anomalies.

LC29/07/15 MUGA

The Manager reported that there would appear to be deterioration to a section of the surfacing of the MUGA. The Leisure Manager reported that the Contractor has been made aware of this and will be looking at this on his return from holiday early the following week. There was concern regarding the possible risk to those using the facility, however, Mr.Brew assured Members that this was unlikely as the weight of the matting held it in place, it was a matter of glue had become unstuck. A full risk assessment had been undertaken and was available.

Tennis Posts

The Clerk confirmed that the MUGA had been designed to accommodate tennis and in order to provide both tennis and coaching within the MUGA the Centre would have to acquire tennis posts. The Clerk referred to the report issued to Members in this respect.

Mr.Cole asked about the netting, Mr.Brew explained that these were on a roll and would be wheeled in and out.

In relation to the potential for coaching Mr.Brew indicated that as a qualified coach he would be undertaking coaching sessions for groups of 6 people @ £5 per person. The court would be available for two to three hours a week at a cost per game of £10 per hour.

It was RESOLVED that the Leisure Centre Manager should place an order for tennis posts from Newitts at the cost of £573.70+VAT.

LC30/07/15 MAINTENANCE

The Clerk reported that the annual contract with Triple Gas had been placed, but that she had informed the Leisure Centre Manager of the need to tender the contract for the following year to ensure that the Council continues to obtain best value. It would be the Clerk's intention to also include Easteds Barn in the overall contract, Triple Gas currently maintain this system also.

It was APPROVED and NOTED by those present that the contract in relation to the gas maintenance had once again been placed with Triple Gas, but that a formal tendering process would commence for 2016/17 and this would include the maintenance contract for Easteds Barn.

Bar Refurbishment

Members were informed that there were a number of leaks within building at the Leisure Centre which had been investigated with the kind assistance of Philip Starling of MSA.

MSA report that the leak to the ceiling to the rear of the bar area is caused from a hole where there is a section of flexible ducting which joins the vent terminal in the roof into the top of the vent pipe in the roof space. The flexible duct is split where it connects with the horizontal end of the vent pipe. There is no other sign of water damage to the roof space so it therefore seems that the water is getting in to the duct and leaking at the split end. The estimate cost of such a repair would be £200+VAT.

A further leak is being experienced into the Leisure Centre Manager's office area. Whilst minor investigations took place, the sarking felt which sits below the tiles was not visible. A recent repair had no marked effect on this, and if the channel at the bottom of the felt to divert water either side of the window opening is missing or defective water running down the sarking felt could be discharged behind the window head flashing. The roof space was dry internally and no other visible defect to the tile roof slope.

MSA recommends that the Council obtains the services of either a roof or competent builder to strip back the tiling and properly inspect the flashing/butter detail at the head of the window. MSA would be happy to have another look when it is opened up. Estimated cost £350+VAT including access.

It was RESOLVED that the Council should immediately contact a competent builder to investigate and make good both leaks to the café area and window to the Manager's office, with the Leisure Centre Manager having first obtained costs for discussion with the Clerk.

Bar Area

With the sum of £1,944 available through Section 106 development gain, the Clerk and Manager would like to progress a project to refurbish the bar area, obtaining designs from MSA the Council's approved contractor in order to ensure that the bar will be fit for the communities future needs.

MSA have indicated that for any work the rate charged would be £75.00 per hour, with a couple of options being provided for consideration.

It was RESOLVED that the Leisure Centre Manager should instruct MSA to produce a couple of designs with a view to modernising/refurbishing the bar area within the budget of the Section 106 gain achieved.

LC31/07/15 HEALTH & SAFETY

The Clerk referred Member's to the Leisure Centre Manager's Report which stated that since the January meeting there had been a small number of minor accidents all of which had been effectively dealt with by the leisure centre team.

Members NOTED the Leisure Centre Manager's Report.

LC32/07/15 DATE OF NEXT MEETING

The date of the next meeting will be 7.00pm Wednesday 7th October, 2015. This meeting would be followed by the Finance & General Purposes Committee at 7.30 pm.

The meeting closed 7.25pm.