

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, 6th April 2016 commencing at 7.00pm in the Council Chamber, Beeson House, Southwater.

Present Were: **Mr P. Buckley (Chair)**

Mr L. Apted
Mr G. Watkins

Mr A. Green
Mr N. Whitear

Clerk: **Mrs J. Nagy**

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

District Councillors: **Apologies received**

Public: **None**

LC01/04/16 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.

Mr Green reported that there was a large amount of litter around the Skate Park. The Acting Clerk reported that this had been cleared on an additional visit earlier in the week; unfortunately, resources only allowed the litter warden to visit once a week. The Park is well-used at the moment due to the combination of school holidays and fine weather, so litter is more of an issue. The bin has been damaged, and quotes are currently being sort for a like for like replacement or a larger version.

Mr Apted reported problems again with cars parking opposite the Devine Home development in Worthing Rd to the north, although he accepted that this has been reported to Highways and the police on several occasions, who both advise that no action can be taken.

LC02/04/16 APOLOGIES

There were apologies from Mr Cole and Mrs Flores-Moore.

LC03/04/16 DECLARATIONS OF INTEREST

There were no declarations of interest at this point.

LC04/04/16 MINUTES

It was RESOLVED by all present, that the Leisure Centre Sub-Committee Meeting minutes dated 7th January 2016 having already been agreed by Council, should be taken as a true and correct record of the meeting held.

LC05/04/16 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

LC06/04/16 CORRESPONDENCE

There was no further correspondence to report.

LC07/04/16 LEISURE CENTRE MANAGER'S REPORT

Mr Brew, the Leisure Centre Manager invited questions from Councillors on his Report.

With regard to the rebounders, these had been donated by the District Council some five years previously, and were subsequently used for about a year. The popularity of the class was dwindling, with only 3 or 4 people attending, so Mr Brew is querying the cost effectiveness of purchasing new rebounders at a cost of £700 to £800.

It was RESOLVED that new rebounders would not be purchased.

Mr Brew reported that other classes at the Leisure Centre are well-attended, Boxercise in particular.

Mr Buckley asked Mr Brew if he could align the annual Gym usage figures with the financial year, i.e. running from April to March, rather than January to December. Mr Brew agreed.

Mr Brew reported that the Gym had lost some customers to Slinfold Country Club, which was more expensive, but had a swimming pool and a golf course. Some young male customers had moved to a new weights-orientated gym in Horsham town. However, membership figures continued to follow the trends of previous years.

Mr Whitear asked if Slinfold was the gym which had won the recent competition in the County Times for the most popular gym. Mr Brew confirmed that it was.

Mr Whitear asked what incentives were offered to customers to take out direct debit membership. Mr Brew replied that it was actually more profitable for members to remain as PAYGO customers; however, staff noted frequent PAYGO visits and always advised customers if it would be more cost effective for them to transfer to direct debit membership. Many started as DD customers, then converted to PAYGO.

Mr Whitear asked about increasing the PAYGO fees. Mr Brew said with the availability of the Loyalty Card, it was generally felt that there were enough membership options available. PAYGO visits are currently £4.85 per visit.

Gym Equipment

Mr Brew advised that the lease on the existing gym equipment expires in October, so he is preparing proposals for new equipment. Mr Buckley suggested that he put this to the Finance & General Purposes Committee rather than wait for the next Leisure Centre Management Committee.

It was generally agreed that the gym needed new carpet and re-painting, as well as new equipment, as it was looking tired.

A mirror in the Gym has been broken by a customer using weights; the bar had been dropped from a height, and had bounced back against the mirror. Mr Brew is currently investigating the cost of a new mirror – this was large, so could be several hundred of pounds – with the view of a possible insurance claim. He is also ascertaining the cost of installing a deep “kick board” at floor level, to minimise the risk of this happening again. At the request of the Committee, he will also look at two or more smaller mirrors side by side, or alternatively Perspex instead of glass.

Mr Brew will prepare a report on the options for replacement mirror(s) and investigate a possible insurance claim.

Staffing

Mr Brew reported that with the appointment of a new staff member Richard Millis, a new roster had been drawn up. This allowed for Friday evenings to be covered by himself, Tim Kidd as Assistant Manager and Tom Utting as Duty Manager in rotation; this being necessary due to the high volume of children attending Friday Night Youth Club.

All staff have seen and agreed to the roster, which is to commence from 18th April.

The Acting Clerk advised that Mr Brew had told staff that some flexibility in the roster will be allowed for one calendar month, but the shift pattern would be permanent after this time.

Members noted and agreed this approach.

LC08/04/16 MAINTENANCE

Tender to supply external window, door and curtain walling

The Acting Clerk reported that the deadline for this tender had now passed, but no responses had been received.

Mr Brew will re-tender the project.

Fire Alarm

The Acting Clerk reported that the fire alarm had been activated last Friday, with WSCC Fire Service attending. At the time, this was thought to have been caused by too much steam being generated in the kitchen during the preparation of the Friday Lunch Club lunch.

However, the alarm was again activated yesterday afternoon, with no apparent cause. The alarm contractor had been called and a faulty heat sensor identified in one of the loft areas. This has now been replaced.

Members noted this information.

LC09/04/16 HEALTH & SAFETY

Mr Brew advised that he had had occasion to speak to a gym customer in relation to Accident reference 327 in his report. A customer using a treadmill had got off to get a drink of water, but had left the machine running. A lady had tried to use the treadmill, seeing it to be vacant, but had not realised it was still in motion, and had fallen as a consequence. Although she was not hurt, Mr Brew spoke to the original customer advising him to turn off equipment when he dismounted for what ever reason.

Members noted this information.

LC10/04/16 DATE OF NEXT MEETING

The date of the next meeting will be 7.00pm Wednesday 13th July 2016. This meeting would be followed by the Finance & General Purposes Committee at 7.30 pm.

The meeting closed at 7.25pm.