

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 8th April, 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.G.Watkins

Mr P. Buckley
Mr.D.Nagy

Clerk: Mrs.C.Tobin

Leisure Centre: Mr S. Brew, Leisure Centre Manager

District Councillors: Apologies received

Public: None present

LC12/04/15 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.

There were no comments made at this point in the meeting.

LC13/04/15 APOLOGIES

There were apologies received and noted from Mr.Francies, having had a recent bereavement within his family.

LC14/04/15 DECLARATIONS OF INTEREST

There were no declarations of interest at this point.

LC15/04/15 MINUTES

It was **RESOLVED** by all present, that the Leisure Centre Sub-Committee Meeting minutes dated 7th January, 2015 having already been agreed by Council, should be taken as a true and correct record of the meeting held.

LC16/04/15 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

LC17/04/15 CORRESPONDENCE

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

LC18/04/15 LEISURE CENTRE MANAGER'S REPORT

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

Financial Position of Leisure Centre

The Leisure Centre Manager referred to his report. The current position showed that the Centre's finances were currently at 92.9% of budgeted expenditure and 83.3% of budgeted income. Income being considerably down on budget.

The Leisure Centre Manager stated that there were two under performing areas within the budget namely functions/catering with little or no functions having taken place primarily due to the initial thought that the Lardner Hall lighting would have to be improved (now discounted) and the new terms and conditions not being available plus the application for licences had taken longer than expected. One of the major factors was also the availability of the Lardner which was generally used each evening with only a Saturday possibly available. It was suggested that this also left a Sunday when functions such as christenings and parties could take place. The Leisure Centre Manager however predicted that by year end it may be that the Centre would be down on budget by approximately £20k.

Members expressed concerns that the gym fees were down on the previous year. The Leisure Centre Manager could not explain other than he thought that the previous years increase could have been because gym users at the Broadbridge Heath (potential closure at that time) and Pavillion's were works had been undertaken had come across. The Leisure Centre Manager was questioned as to why people had left the gym and whether the Centre was monitoring these terminations. It was reported that there was no fixed contract. The Leisure Centre Manager stated that the Centre staff were tasked with finding out this information, but that he would insure that this was monitored more closely.

The Leisure Centre to ensure that the reasons for clients leaving the Centre Gym facility were documented.

Questions were raised in relation to the licences in that this was over budget. The Leisure Centre Manager explained that there was an element of cost in relation to the premises licences applied for during the year plus the advertising of this. Unfortunately, the centre being busy would have increased costs in terms of PPS and PRS licences which could not be avoided.

Repairs to Gym Equipment

The Leisure Centre Manager referred to his report on this matter and recommendation.

The Leisure Centre Manager was asked to check the budget figures in terms of the fixed costs for the gym equipment and to report back on this to the Clerk.

Gym Equipment

A short discussion ensued where the Members consider it essential that the equipment within the gym be kept to a required standard.

It was RESOLVED that the Clerk should place the order for repairs to the gym equipment specified in the Leisure Centre Managers Report dated 8th April 2015.

Flooring to the Gym

The Leisure Centre Manager referred to his report on this matter and recommendation. The Leisure Centre Manager provided samples for the Members to consider but recommended the bevelled yellow edge matting.

Members having considered the Leisure Centre Manager's report agreed to the costs for the replacement matting within the gym the preference being the bevelled edges with yellow markings.

It was RESOLVED that the Clerk should place the order for replacement matting to the gym resistance weights area in the sum of £1072 plus VAT.

Bar Operation Functions

The Leisure Centre Manager referred to his report on this matter in that a mobile operation be considered referring to his recommendation.

It was RESOLVED that the Leisure Centre Manager's Report be NOTED and APPROVED.

LC19/04/15 MAINTENANCE

Fuse Board

The Clerk reported that repairs had taken place in relation to the fuse board in that some of the fuses were tripping. These fuses are now somewhat obsolete but the Leisure Centre Manager had found a small supply and repairs had taken place. At some point in the future the Council may have to replace the fuse box entirely; this is likely to be an expensive operation.

Lardner Hall Lighting

The Clerk referred Members to the report from the Leisure Centre Manager in which it stated that at the present time due to cost it was not anticipated that replacement lighting be sought. Members felt that the lighting had been sufficient in the past for functions. It was hoped that with the increased use of the space then additional income would assist in the Council replacing this lighting.

Lardner Hall Kitchen

Members were asked to consider whether it was appropriate to upgrade the existing Lardener Hall kitchen area this area having long been used as additional storage. Members felt that anyone using the centre for

catering/functions should use the main kitchen. However, Members felt that rather than refurbish this and the main kitchen that appropriate development funding be gained in the future for replacement equipment. It was suggested that in order to do so that the Leisure Centre Manager obtain quotations for replacement kitchens in order that Clerk had figures available should the need and funding arise.

It was APPROVED that whilst it was not necessary due to budget constraints at this point in time to replace the Lardener Kitchen. Future development contributions would be sought at sometime as and when appropriate for both replacement kitchens at the Leisure Centre.

Leisure Centre Windows

Quotations are still being sought in this respect and again it is hoped that where possible Section 106 development gain can be used to renew the existing windows which are in areas over 30 years of age and wearing despite repeated maintenance.

Members APPROVED that the Clerk should seek development contributions as and when appropriate to facilitate new and improved windows to the Leisure Centre.

Fencing to the Leisure Centre

The Clerk reported that this matter would be discussed at the Finance & General Purposes Committee later that evening, along with the replacement system on the footway to Lintot Square.

LC20/04/15 HEALTH & SAFETY

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

Members NOTED the Leisure Centre Manager's Report.

LC21/04/15 DATE OF NEXT MEETING

The date of the next meeting will be 7.00pm Wednesday 8th July, 2015. This meeting would be followed by the Finance & General Purposes Committee at 7.30 pm.

The meeting closed at 7.30pm.