

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 January 2014 commencing at 7.00pm in the Council Chamber, Beeson House, Southwater.

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

Mr L. Apted
Mr.G.Cole
Mrs J. Williamson

Mr P. Buckley
Mr G. Watkins

Clerk: Mrs C.Tobin

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

District Councillors: Apologies received

Public: 1

LC32/01/14 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.

There were no members of public present at this point and members did not wish to report any matter at this point in the meeting.

7.05 pm Cllr Joy Hutchings arrived.

LC33/01/14 APOLOGIES

There were apologies received and noted from Dr.Cash.

LC34/01/14 DECLARATIONS OF INTEREST

There were no declarations of interest at this point.

LC35/01/14 MINUTES

It was RESOLVED by all present, that the Leisure Centre Sub-Committee Meeting minutes dated 9th October, 2013 having already been agreed by Council, should be taken as a true and correct record of the meeting held.

LC36/01/14 CHAIRMAN'S ANNOUNCEMENTS

The Chairman wished everyone a Happy New Year for 2014. The Chairman informed those present that Dr.Cash had resigned as Vice Chairman of the sub-

committee. This matter would be addressed at Full Council in January 2014.

LC37/01/14 CORRESPONDENCE

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

The Clerk advised Members that she would be reporting information in relation to the fact that the EU were to look at the VAT Rules for the Public Sector. If changed this could have a major impact in relation to the way in which the Leisure Centre would be operated. Currently the Leisure Centre building was not registered for VAT, whilst other buildings were. If the rules were to change then the Council would have to decide whether or not to register the building in whole or part for VAT.

Mrs.Flores-Moore said that she thought the Council were registered, Mr.Buckley stated that the Council was registered for VAT, however each building was in turn registered and this determined whether VAT was charged on the income and expenditure. The de-minimis currently allowed being £7,500. Mr.Buckley, Chairman of the Council and the Finance & General Purposes Committee gave a resume of how the VAT system worked in relation to local government.

LC38/01/14 LEISURE CENTRE MANAGER'S REPORT

The Chairman referred Members to the Manager's report (January 2014) as circulated prior to the meeting and asked whether Members had any questions they wished to raise.

Mrs.Flores-Moore said that if no one had anything then she would like to question the costs in relation to staff expenses in relation to SCUBA visits, and was this down to the fact that the original training was inadequate. The Clerk stated that whilst there had been concerns at the time, these had been overcome with Delta having visited the Council office free of charge. These meetings were in the main to evaluate the system live in one instance and the other were to ensure that the Council had input data correctly and were therefore getting the information required from the system as purchased. Mr.Brew confirmed that in his view it had been cost effective for staff to have gone to the premises in Uckfield rather than in Southwater, as Delta had all its software to hand to assist.

The Clerk indicated that the company were due to carry out further updates and training in Southwater towards the end of January 2014.

Mrs.Flores-Moore questioned whether the council had to pay PPR and PPL licence fees, as she had thought it was all caught under one. Mr.Brew stated that this had changed and whilst he had checked out the need, he was informed that the Council had to have both in operation. Mr.Cole said, that he thought that this new licence was due to the changes in the Licensing regulations.

The question of the new bicycle rack was discussed, the cost of this being minimal. Mr.Brew stated that the existing racks would be retained by the Council and used elsewhere possibly this was still to be evaluated. The new racks were positioned making it easier for clients to use.

Mr.Brew said that he would like to bring to Members attention the issue of the internet connection to the Leisure Centre which over the last 8 weeks had become less reliable after 4pm each day. Mr.Cole asked whether the Centre was on the old type of line or on new fibre optic connections. Mr.Brew responded that the Centre was at the end of the loop with regards to new fibre optic connections.

The system had been checked with Fastnet the broadband provider and Stanley Associates in terms of a new router being fitted, but there were still this problem. Members questioned whether as this was only a recent issue, as the weather not a factor and perhaps the Manager and the Clerk should investigate further with BT. The Clerk indicated that at the present time BT were indicating that they would charge £200 for testing their systems but that she would pursue this the following day and also ask when the new fibre optic connections would be in place making the broadband speed more effective. Mr.Watkins questioned whether the speed of the system could be tested hourly with a end router. Meanwhile the Clerk indicated that if the centre required connection then perhaps a member of staff could contact her office when information can be uploaded/downloaded especially reports for meetings such as this.

Mr.Brew advised Members that this week alone the centre were undertaking eleven new inductions.

Mrs.Flores-Moore was delighted to note that accidents were down, Mr.Buckley stated that it was also pleasing to note that there were no staff on the list for this quarter.

Members noted the Leisure Centre Manager's Report.

LC39/01/14 MAINTENANCE

Mr.Cole asked whether there were any further leaks to the main roof, Mrs.Flores-Moore questioned the leak that had appeared in the gym. Mr.Brew stated that despite heavy rain he could find no further evidence of any leak but was monitoring the situation. It was still Mr.Brew's intention weather permitting to gain access to the roof to inspect along with the Mr.Cole and Mr.Watkins.

With regard to the perimeter fencing works would be undertaken. However Mr.Brew stated that despite being given approval the works to the footway were delayed one because of the inclement weather and secondly because he could not make contact with the contractor. The Clerk stated that she would attempt to make contact with the contractor. Members generally felt that it would be better to wait until the bad weather improved perhaps early Spring to commence the works.

The Clerk advised Members that it will be necessary to carry out repairs to the main kitchen ceiling which had been damaged due to water and condensation. The Leisure Centre Manager was to acquire quotations, however due to the fact that the new Southwater Friday Luncheon Club was to commence on the 7th February there was some urgency to have the ceiling repaired. Mr.Watkins stated that it may be advisable to consider installing a 'humidistat' as this

would help with any rise in temperature which was causing some of the condensation by heating up the area prior to the urn being used.

Mrs.Flores-Moore stated that the Centre should also ensure that it had an alarm for the fridge/freezer in the kitchen. The Clerk was advised that there were electronic versions now available which gave an automated alarm should the temperature fall below what was expected.

It was APPROVED by all present that the works to the ceiling of the Leisure Centre kitchen be carried out with consideration given to the suggestion provided by Members.

Refurbishment of Shower Facilities

The Clerk informed Members that with the changes to the current system in future to acquire Section 106 funds allocated to the above, the Council would have to provide a project plan and detailed drawings of any future proposals. These would assist in any tendering of the project thereafter and in securing the funding from the Planning Authority.

The Clerk proposed that the Sub-Committee consider appointing the Surveyor currently instructed in relation to other projects on Council land to provide a detailed design and schedule of works. Mr.Watkins said that this made perfect sense, as did Mr.Buckley.

It was APPROVED by the Sub-Committee that this proposal to appoint a surveyor to progress this project be put to the Finance & General Purposes Committee on the 8th January 2014.

LC40/01/14 HEALTH & SAFETY

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

Members noted the comments made.

LC41/10/13 DATE OF NEXT MEETING

The date of the next meeting will be 7.00 p.m., **Wednesday, 9th April 2014.**

The meeting closed at 7.30 pm.