

**ASH-CUM-RIDLEY PARISH COUNCIL  
SPORTS CENTRE MANAGEMENT COMMITTEE**  
**Minutes of a meeting of the Sports Centre Management Committee held on  
Tuesday 16 January 2024 at 7pm at Ash Green Sports Centre.**

Present: Cllr M Manley – Chairman  
Cllr M Aspinall  
Cllr C Clark  
Cllr I MacLeod  
Cllr V Ngwenya

A de Jager – Parish Clerk and Sports Centre Manager  
K Law – Assistant Clerk and Finance Officer

**1. Apologies**

Cllr R Brammer, Cllr S Fishenden, C Price

**2. Declarations of Interests**

None

**3. Minutes of the Previous Meeting**

The minutes of the meeting of 02 August 2023 were approved and signed as a true record.

**4. Finance**

- 4.1. Current Financial Position – the Finance Officer took members through the reports noting that as at 09 January 2024 the Sports Centre has a surplus of £4,794. At the same time last year the accounts reflected a £5,000 deficit. Salary costs this year have been much higher than the previous year, with the removal of shifts covered by the Parish Council staff. Members were taken through the income and expenditure. Bank charges have increased due to the increase in income. Table tennis and tennis have both done better than expected. Other income, which is income from the Youth projects is below budget as the Basketball sessions were stopped due to low attendance figures. Wages are above budget, as expected. Office equipment is over budget due to the new software and purchase of a tablet. Sundry costs are under budget due to the use of micro-fibre cloths in the gym. The classes are performing as expected. Badminton income should increase over the next few months. Membership income is better than expected. The grant from Hartley Parish Council has been reduced by £500 that was allocated to the Holiday Scheme, with permission from Hartley Parish Council.
- 4.2 Cllr V Ngwenya PROPOSED that the cheques signed since the last meeting are approved. SECONDED: Cllr M Aspinall and AGREED.

**5. Sports Centre Manager's Report**

Centre Usage - Graphs are attached. The numbers for January 2024 are up to and including 09 January 2024. The accuracy of these numbers is in question as capturing usage on entry is not as reliable as the old system. Someone has to be present at Reception to enter visits. Although the overall impression is that the centre feels busier, it has not reached our pre-COVID levels.

Software - We are currently using Sportsoft as the primary software package and continuing with standing orders instead of direct debits. The charges from Clubwise in

this respect are greater than we were originally told. Members on Clubwise remain on this system and efforts are underway, led by Val to establish system for members to book and pay for classes online.

Gym - The new year offer of half price membership for the month of January has successfully attracted both returning and new members.

Classes - Morning classes continue to be very successful and Gentle Exercise classes exceed capacity. When this happens Jo has agreed to come in and dual teach the classes with Val, using both the circuit training room and squash court. Evening classes are attended by regulars. .

Teen Gym - Teen gym continues on Mondays and Thursdays with 4 young people attending.

Staffing - The Sports Centre is fully staffed with no rota shifts for the Parish Council. In instances where instructors are on annual leave, Parish Council staff will cover reception duties for classes.

Repairs and Maintenance

1. A leaking Velux window in the gym is set for repair, with the Parish Council covering the associated costs. The only quote received is £1,160.00.

2. To meet the demand for weights in the evenings, the centre is considering the purchase of a squat rack, Olympic bar, bumper plates, and an additional mirror.

3. One of the fins on the air source heat pump in the squash court is damaged and will be replaced.

4. The Centre would benefit from a deep clean and a quote of £680.00 has been received. Receptionists J Edwards and J White have offered to carry out some cleaning and will invoice the Sports Centre.

#### **6. Leigh Academies Trust and Lease.**

The attached report was NOTED.

#### **7. Sports Centre's Future**

Following discussion, it was agreed that it would be irresponsible to enter into a Management agreement with a third party until the Lease is agreed and signed. Cllr M Manley PROPOSED that the management of the Sports Centre is retained for two years with a review after 18 months dependent on the progress of the sub-lease with Leigh Academies Trust. SECONDED: Cllr M Aspinall and AGREED. The Leisure Trust that has shown an interest in running the Centre will be advised accordingly.

#### **8. Sports Centre Website/Facebook/Instagram**

No report

#### **9. Date of Next Meeting**

The date of the next meeting of the Sports Centre Management Committee was set for 12 February 2024 at 7pm and all staff will be invited to attend.

The meeting closed at 7.54pm

Signed: .....  
Chairman

Date: .....