

**ASH-CUM-RIDLEY PARISH COUNCIL
SPORTS CENTRE MANAGEMENT COMMITTEE**

Minutes of a meeting of the Sports Centre Management Committee held on Thursday 31 March 2022 at Milestone Academy, Ash Road, commencing at 10.00am.

Present: Cllr M Manley
Cllr Mrs Brammer
Cllr Mrs Clark
Cllr S Fishenden
Cllr I MacLeod
Cllr V Ngwenya

Mrs A de Jager – Parish Clerk and Sports Centre Manager
Ms K Law – Assistant Clerk and Finance Officer (attended via Zoom)

1. Apologies

Cllr M Brown.

2. Declarations of Interests

None

3. Minutes of the Previous Meeting

The minutes of the meeting of 27 October 2022 were approved and signed as a true record
PROPOSES: Cllr Mrs Clark SECONDED: Cllr M Manley .

4. Finance

- 4.1 . Current Financial Position – the Finance Officer took members through the reports, noting the deficit of £7,932.00. Overall the Sports Centre has performed better than expected COVID continues to affect the centre, with members contracting COVID which has reduced income. The income for the last period was approximately 50% of expected income and if this trend continues, the deficit will be around £8,500.00 by year end. Members were taken through the income and expenditure noting items over and under budget. The school have advised that they are coming to the end of their fixed term agreement for utilities and are expecting a 100% increase. Income for badminton and squash has increased. Classes have out performed budget due to the current trial class schedule in place. Wages are inline expected for this time of the year. Telephones – the awaited credit note has been received. The payments were discussed and NOTED.
- 4.2 Cllr S Fishenden PROPOSED that the cheques signed since the last meeting are approved. SECONDED: Cllr Mrs Brammer and AGREED.
- 4.3 Budget – There have been many changes since the budget was set in October. Minimum wage will increase on 01 April and wages, tax and NI remain the highest expenditure item. The Finance Officer took members through the revised budget. Cllr Mrs Brammer PROPOSED that a recommendation is put to the Parish Council to divide the cost of utilities – one third to the Parish Council and two thirds to the Sports Centre. SECONDED: Cllr S Fishenden and AGREED. Cllr S Fishenden PROPOSED that the revised budget is APPROVED. SECONDED: Cllr V Ngwenya and AGREED.

5. Sports Centre Manager's Report
Centre Usage

Our monthly usage since re-opening on 12 April 2021. Graphs attached with comparison to previous years.

	April 2021	May 2021	June 2021	July 2021	Aug 2021	Sept 2021
Gym	333	529	498	504	434	501
Casual Gym	9	40	40	19	26	54
Rackets	8	11	35	51	133	98
Casual Rackets	29	115	145	224	187	163
Classes	0	22	95	80	102	88
TOTAL	379	717	813	878	882	904

	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	24 Mar 2022
Gym	546	515	431	606	540	416
Casual Gym	26	28	23	32	25	7
Rackets	125	133	84	187	184	138
Casual Rackets	136	148	123	100	86	90
Classes	91	102	40	211	187	333
TOTAL	924	926	701	1136	1022	984

Gym

The cleaning regime has been reduced from hourly cleaning of touch points to cleaning all touch points once per shift. Members are still requested to clean all equipment before and after use.

Rackets

Badminton continues to be popular and we have re-introduced the booking regulations where members can book 7 days in advance and non-members 3 days in advance. The Monday Badminton Club has dissolved and some of their members have become members and continue to book and play on a Monday evening. The Hodsoll Street Badminton Club is the only club we have.

Squash usage has increased. Our regular pre-COVID members that played 2 – 3 times a week have not returned.

Table tennis – the senior table tennis club that played weekly pre-COVID have not returned, but some of the members play on a casual basis.

Classes

Taster sessions of a variety of classes were offered free of charge as a New Year promotion. From the feedback from participants, a trial class schedule was formed of the popular classes at times that people had requested. The trial will run for a minimum of 12 weeks. Classes include Adult Ballet, Body Balance, Circuit, Fitball, Gentle Exercise, Pilates, Zumba Gold, Zumba. Within the trial the morning classes are proving the most popular.

Half Term/Holiday Activities

The instructors have been invited to come up with ideas for half-term and the summer holidays for children. Current ideas put forward:

Zumba for children – a dance from a different country each session.

To employ racket sport coaches and do an introduction course.

To continue to promote the racket offer.

Repairs and Maintenance

The previous cross trainer was for light commercial use and had stopped working. This has been replaced with a commercial cross trainer.

Front door – the lock has been replaced.

Squash Court extractor fan cap blew off in the storm and has been re-fixed

Squash Court lights – two of the lights on the squash court are not working. A quotation has been received to convert the lights on both squash courts to LED lighting. Cllr Mrs Brammer PROPOSED that quotations are sought to change all the remaining lights in the Sports Centre and Parish Office to LED. SECONDED: Cllr S Fishenden and AGREED.

Minor repairs – there are a number of 'small jobs' that need to be addressed. We have received a quotation from a handyman.

The gym equipment has been serviced and a quote requested for some of the required works.

Signs

A revised design of a sign for the front of Ash Green Sports Centre will be looked at.

Staffing

Two members of staff have had COVID-19, one receptionist was in training and one member of staff has injured her ankle. The remaining two Sports Centre staff together with the Clerk and Assistant Clerk covered all shifts and the majority of classes, so the Centre did not have to close. Cllr M Manley PROPOSED that a vote of thanks is recorded to the two Sports Centre staff members, the Clerk and Assistant Clerk for covering the additional shifts. SECONDED: Cllr Mrs Brammer and AGREED.

We now have a full compliment of staff, with two part time instructors and four part time receptionists.

First Aid training will be arranged for all staff – current certificates expire in October 2022.

The Lone Working Policy will be revised to include staff reporting through the staff whatsapp group that they have secured and left the site at the end of shift 3.

Village Day

The Sports Centre will be represented at Village Day in consultation with the gym instructors.

6. Gym Layout

Members were taken through a proposal from the fitness instructor to utilise viewing gallery to have the cycles, rowing machine, step machine and cross-trainer. This will give additional space in the gym for the purchase of additional benches and a rack. A stretch area and mats would also be moved upstairs. Other matters for consideration would be the hosting of Parish Council meetings. Cllr M Manley PROPOSED that initial investigations are made to establish if the floor upstairs can support the weight of the proposed machines and their use.

SECONDED: Cllr V Ngwenya and AGREED.

7. Date of Next Meeting

The next meeting will be held on 07 June 2022 at 10.00am.

The meeting closed at 11.40am

Signed:
Chairman

Date: