

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

**Minutes of a meeting of the Sports Centre Management Committee held on Tuesday  
14 July 2020 commencing at 9.45am.**

***Due to the COVID-19 social distancing restrictions, the meeting of the Sports Centre Management Committee was held virtually via Zoom, in accordance with the Coronavirus Act 2020, clause 78(2).***

Present: Cllr M Manley  
Cllr Mrs Clark  
Cllr J Kelly  
Cllr V Ngwenya

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

**1. Apologies**

None

**2. Declarations of Interests**

None

**3. Minutes of the Previous Meeting**

The minutes of the meeting of 14 July 2020 were approved and will be signed at the next physical meeting of the Management Committee.

**4. Re-opening of Sports Centre**

Members were advised that in response to the Government announcement that indoor leisure centres will be able to reopen from 25 July 2020, the Clerk and Assistant Clerk have been researching the guidance from different governing bodies into what the requirements for reopening are.

Staff changes – a temporary rota will be introduced to accommodate social distancing – only one member of staff in the reception/kitchen area at a time. There will be no hand-over time and initially shift 4 will be removed, so that there is only one member of staff on duty at a time. The temporary rota has been calculated by reducing the hours pro-rated as a percentage of the original working hours worked.

Cleaning – this falls under health and safety and especially during COVID-19. We will arrange online training for all staff, including the Clerk and Assistant Clerk. Everyone will be responsible for part of the cleaning regime. Initial guidelines for the re-opening of gyms suggests that touch points, e.g. door handles are cleaned hourly and toilets are cleaned and all bins are emptied regularly throughout the day. Toilets will also need to be cleaned throughout the day. We are looking at closing the gym to the public at 8pm to enable cleaning to be carried out. Receptionists and instructors will supplement the cleaner's schedule. Racket sports – we must allow adequate time for cleaning of all touch points between games for both badminton and squash.

Equipment – members will be asked to clean equipment with Dettol disinfectant spray both pre and post use.

Members - The number of people in the gym and circuit training room will be based on 3m square area per person. We will be able to have a total of 7 in the gym and 6 in the circuit training room with provision for a staff member in each room. We may need to introduce additional measures for over 70s. UK Active has advised that we may continue to use our split air conditioners. They are to be set at between 21 - 23°C with the fan at its highest setting

and the fan on its lowest setting. Windows are to be opened to allow fresh air into the gym. The air conditioners are usually set at 18°C, so 21°C is quite warm and we will have to monitor how the members cope.

Members will need to book an hourly session in gym, circuit training room. Contactless payment by card will be available soon.

Cllr M Manley suggested that all members as at 21 March 2020 will be offered the first month that we are open at no charge. This will run from 25 July to 25 August 2020. Supervised sessions will not be offered initially so junior members will not be able to re-join on 25 July 2020. Classes will not be held – group exercise may be able to take place, but no equipment may be used. The reduction to 6 people in a class, including yoga would mean that classes are not financially viable.

The Fire Register will be completed by the duty staff member who will also record contact details for test and trace programme. Hand sanitiser will be available at reception and at two locations in the gym and one location in the circuit room. Members will be encouraged to wash their hands with soap and water.

Showers will not be available, but changing room and toilets will be available for one person at a time.

Locker keys will be kept by reception and issued on request, once the locker has been used, staff member will clean inside and outside of locker.

We will remove plastic cups and ask all members to bring their own water bottles. Water and orange will be available to buy.

No equipment including rackets and shuttlecocks may be hired, members will be asked to bring their own mats for stretching.

It was AGREED that a thermometer is purchased and members temperatures are checked on arrival, this will give all users confidence that other users do not have a fever.

The implementation of the above has and will continue to incur unbudgeted costs, and the viability of the Sports Centre will need to be closely monitored. It was AGREED that monthly management meetings will be held to examine how the Centre is doing and any changes that have to be implemented.

Cllr M Manley said that he had attended a zoom staff meeting and it was clear that all the staff really want the centre to work and are enthusiastic about the reopening. It is evident that the support of the Parish Council is appreciated.

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

The review meetings will be held on the first Tuesday of the month, starting on 04 August 2020 at 9.45am

The meeting closed at 10.30am

Signed: ..... Date: .....  
Chairman