

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

**Minutes of a meeting of the Sports Centre Management Committee held on Monday
21 October 2019 in the Viewing Gallery of Ash Green Sports Centre commencing at
6.30pm.**

Present: Cllr I Mann
Cllr Mrs Clark
Cllr M Manley
Cllr V Ngwenya

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

1. Apologies

Cllr M Brown

2. Declarations of Interests

None

3. Minutes of the Previous Meeting

The minutes of the meeting of 22 July 2019 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 we are showing a deficit of £6,532, and will ask the Parish Council for £7,500 of the subsidy. The repairs to the squash court and circuit training room will £3,500. General Reserves have fallen to just under 2 times running costs. There will be an overspend on the licence budget due to new membership cards and the payment to PPL/PRS has increased as the number of classes has increased and the charge is per class. The advertising and publicity budget will be used this year to advertise in Hartley and Longfield. The Tennis Academy has stopped and may restart in the spring, so tennis income will be below budget. Staff costs – First Aid training will be arranged for staff and once the new instructor has completed probation, uniforms will be purchased. The school have advised that their utility contract has come to an end and the new rates are double the previous agreement. There has been a miscalculation in the billing of the Sports Centre gas usage which has resulted in a credit of over £600.

Cllr I Mann PROPOSED that a recommendation is made to the Finance Committee to authorise the drawing of £7,500 of the grant. SECONDED: Cllr Mrs Clark and AGREED.

Members were taken through the payments.

4.2 Cllr V Ngwenya PROPOSED that the cheques signed since the last meeting are approved. SECONDED: Cllr M Manley and AGREED.

4.3 Budget 2020/21- members were taken through the draft budget noting that wages will increase by 4.6%, and pension costs by 13.46% due to the wage increase. Contract cleaning will increase by 30% to include deep cleans and carpet cleaning, resulting in a proposed deficit of £11,480. Cllr I Mann PROPOSED that the budget is accepted and that the Parish Council subsidy remains at £15,000 if needed SECONDED: Cllr Mrs Clark and AGREED.

5. SPORTS CENTRE MANAGER'S REPORT

Usage Figures in the Gym

	2017/18	2018/19	2019/20	Diff			2017/18	2018/19	2019/20	Diff
April	707	733	927	194		October	480	838		358
May	652	710	917	207		November	503	786		283
June	616	671	994	323		December	393	598		205
July	723	770	898	128		January	714	976		262
August	624	686	844	158		February	743	912		169
September	542	686	761	75		March	764	1026		262

Racket Sports

	2017/18	2018/19	2019/20	Diff			2017/18	2018/19	2019/20	Diff
April	296	313	317	4		October	295	233		-62
May	322	249	248	-1		November	371	237		-134
June	292	236	195	-41		December	238	191		-47
July	304	234	222	-12		January	330	236		-94
August	348	253	233	-20		February	255	234		-21
September	265	226	236	10		March	269	292		23

Classes

	2017/18	2018/19	2019/20	Diff			2017/18	2018/19	2019/20	Diff
April	142	217	309	92		October	205	270		65
May	157	143	348	205		November	154	317		163
June	188	227	347	120		December	109	235		126
July	173	257	426	169		January	198	366		168
August	85	145	240	95		February	192	271		79
September	43	228	283	55		March	217	325		108

Yoga – we have a new instructor for the Monday class and numbers have stayed much the same with an average of 12 members. The Wednesday class attendance has stayed at an average of 7. Total for July 92, August - 50

Gentle Exercise Classes – five classes a week are held and are well supported. Total for July - 252, August - 146

Circuit Training – the increased numbers in these classes has been maintained this month. Total for July – 82, August - 44

Summer Holiday Offer – 11 – 16 year olds. Only one young person took up the Summer Offer.

Premises and Equipment

Squash Court – the internal repairs to the squash court have been rescheduled and will now be carried out on 23 October 2019 and the Court will be closed for a week.

Quotes are being obtained to install air-conditioning in the circuit training room and to repair/replace the extractor fans in the squash court.

Equipment – A few of the seat pads need to be re-upholstered, yoga blocks and bands have been requested by the instructor.

Roof – the investigative work on the squash court roofs will be done in spring.

Staffing

Our new instructor, Stacey, started in September and is settling in well.

All Reception staff and the new instructor will be attending a free certified First Aid/Defibrillator training course at Sevenoaks District Council on Saturday 02 November 2019.

5 Sports Centre Website

We have received confirmation from KALC that Hugo Fox, the host for the Sports Centre website is GDPR compliant.

6 Leigh Academies Trust and Lease

No update to report a response is still awaited from Mrs S Crocker, Business Director of Leigh Academies Trust or Mr S Norris, Milestone Academy Business Manager.

7 Date of Next Meeting

The date of the next meeting was set for 17 February 2020 at 6.30pm

The meeting closed at 7.20pm

Signed:
Chairman

Date: