

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

**Minutes of a meeting of the Sports Centre Management Committee held on Tuesday
28 February 2023 at 2pm at Ash Green Sports Centre.**

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

1. Apologies

Cllr M Brown

2. Declarations of Interests

None

3. Minutes of the Previous Meeting

The minutes of the meeting of 31 January 2023 were approved and signed as a true record.

4. Sports Centre Working Party

4.1 The notes of the Sports Centre Working Party (SCWP) meetings of 25 January 2023 and 09 February 2023 were RECEIVED and NOTED.

4.2 The next meeting of the SCWP will be held on 28 February 2023 and the actions will be reviewed.

5. Finance

5.1. Current Financial Position – the Finance Officer took members through the reports noting that the Sports Centre was performing better than budget, with a loss of £24,000 before the Parish Council grant and reserves of just under £9,000.00. The software budget will be over due to the introduction of the new software. Room hire will come in below budget as Beaming Stars hire has stopped. The payment of £2 per child charged for the half-term activities raised £184, there were no complaints about the charge. Staffing will be over-budget. Sundry costs are over budget due to the significant increase in the cost of paper towels. Micro-fibre cloths will be purchased and be available for members to use. Staff have offered to wash the cloths on a rotation basis. Repairs and Maintenance and the equipment budgets will be used in full. Both badminton and studio sessions are below budget. Usage is creeping up and the working party are putting things in place, the projected deficit is £17,421 which is £3,000 better than budgeted.

5.2 Cllr Mrs Clark PROPOSED that the cheques signed since the last meeting are approved. SECONDED: Cllr S Fishenden and AGREED.

5.3 Sports Centre Budget Review – The Finance officer took members through the revised budget noting the income reduction in room hire, increase in fees due to membership increases, refreshments due to selling coffee. An additional item of Other Income due to the charge for youth activities. Expenditure items, agreements/licences, refreshments have increased. Wages, Tax and NI have increased with minimum wage increase and a provision for the cover of shifts when the Clerk and Assistant Clerk are on annual leave. Utilities have reduced as the Parish Council has agreed to pay one third of the utilities. Cleaning materials and sundry costs will increase due to the purchase of microfibre cloths. Cllr M Manley PROPOSED that the reviewed budget is set without amendment. SECONDED: Cllr V Ngwenya and AGREED.

6. Terms of Use

The review of the Terms of Use was carried out and Cllr S Fishenden PROPOSED that the amended document is ADOPTED without amendment. SECONDED: Cllr V Ngwenya and AGREED.

7. Sports Centre Manager's Report

Centre Usage - Graphs are attached. The numbers for February 2023 are up to and including 21 February 2023.

Software - Payment for the new software installation has been made and information is currently being sent to the provider. Training will be arranged for all staff and Cllr S

Fishenden. Cllr S Fishenden will be available to assist when the new system goes live.

Classes - The classes schedule will be reviewed at the end of March.

Half-Term Activities - Half term activities – classes were not all fully booked, and promotions of the summer scheme will start well in advance. There was no negative feedback to the charge of £2 per child that was collected for the Sports Centre.

Repairs and Maintenance - A member of the gym has repaired the boxing bag bracket.

Different options are being looked at to provide the required 2m step off from the treadmills, which will require some equipment being re-arranged..

8. Sports Centre Website/Facebook/Instagram

Some of the reception staff have been shown how to prepare and post information on Facebook and Instagram.

9. Leigh Academies Trust and Lease.

No report.

10. Date of Next Meeting

The date of the first Sports Centre Working Party meeting was set for 30 March 2023 at 10am.

The meeting closed at 2.53pm

Signed:
Chairman

Date: