

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

**Minutes of a meeting of the Sports Centre Management Committee held on  
Tuesday 04 March 2025 at 7.30pm at the New Ash Green Village Association  
Meeting Room.**

Present: Cllr S Fishenden (Chairman)  
Cllr R Brammer  
Cllr C Clark  
Cllr A Jauch  
Cllr V Ngwenya

A de Jager – Parish Clerk and Sports Centre Manager  
K Law – Deputy Clerk and Finance Officer  
M Johnson-Hodges – Assistant Clerk

**1. Apologies**

Cllr M Aspinall, Cllr M Manley.

**2. Declarations of Interests**

None

**3. Minutes of the Previous Meeting**

Cllr V Ngwenya PROPOSED that the minutes of the meeting of 23 October 2024 were approved and signed as a true record. SECONDED: Cllr R Brammer and AGREED.

**4. Finance**

4.1 Current Financial Position – The Sports Centre is currently showing a surplus of £4,845 and reserves of two times running costs. All activities, except tennis are out performing the budget. Membership income has exceeded projections. Room hire is below budget. A new hirer, will be using the sports hall until they can secure alternative permanent accommodation. The Sports Centre pays for their own telephone system now. Utilities – Milestone have invoiced us for gas usage up to November and are currently reading the electricity meter daily. New equipment will be purchased before the end of the year.

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

4.3 Budget 2025/26 – Following discussion, Cllr S Fishenden PROPOSED that charges are increased with effect from 01 April 2025. SECONDED: Cllr V Ngwenya and AGREED. Cllr S Fishenden PROPOSED that the amended budget be submitted to the March Parish Council meeting for ratification. SECONDED: Cllr A Jauch and AGREED.

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

Attendance figures for the period 01 November 2024 to 31 January 2025 covering gym usage, inductions, individual classes and racket sports were available. The figures show the number of bookings made and the actual attendances. This has highlighted a that courts are being booked but either cancelled at short notice or not cancelled at all.

We will be charging for court hire where the cancellation is within 24 hours or the person no-shows for the booking.

**Teen Gym**

Teen gym has been moved from Monday to Tuesday and continues on Thursdays. Attendance is picking up. Both Jo and Kaine continue to provide guidance during these sessions.

**Staffing**

The Sports Centre is fully staffed. We have 4 external instructors that take classes in the Centre.

**Repairs and Maintenance**

Repairs to the emergency lighting that were highlighted in the Emergency Light Testing will be carried out in May 2025.

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

No report

**7. Sports Centre Software, Website and Social Media**

The Assistant Clerk reported that all staff have completed training on Clubright. The software is user friendly, but there have been some difficulties with renewals. Bookings are restricted to 7 days for members and 3 days for non-members so a solution is being worked on to allow Summer Scheme bookings to be made outside these restrictions. The Assistant Clerk and a Receptionist have completed a Canva course enabling them to prepare content for social media. There is £300 in the advertising and publicity budget and this will be used to increase visitors to the website and facebook page. There 490 visits to the website in January with 1,212 clicks.

**8. Date of Next Meeting**

The date of the next meeting of the Sports Centre Management Committee was was set for 03 June 2025 at 7.30pm at the Village Association meeting room.

The meeting closed at 8.12pm

Signed: .....  
Chairman

Date: .....