

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

**Minutes of a meeting of the Sports Centre Management Committee held on  
Tuesday 03 June 2025 at 7.30pm at Ash Village Hall. The Street, Ash, TN15 7HB**

Present: Cllr M Aspinall  
Cllr R Brammer  
Cllr C Clark  
Cllr S Fishenden

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

**1. Apologies**

Cllr A Jauch, Cllr M Manley.

**2. Declarations of Interests**

None

**3. Minutes of the Previous Meeting**

Cllr M Aspinall PROPOSED that the minutes of the meeting of 04 March 2025 were approved and signed as a true record. SECONDED: Cllr S Fishenden and AGREED.

**4. Finance**

4.1 Current Financial Position – The Sports Centre ended the 2024/25 financial year with a deficit of £670, which outperformed the budget expectation of a £10,000 deficit. A significant contributing factor to this was the income received from Hall Hire from the dancing school. Members were taken through the year end figures. It was noted that as the accounts are being moved to new software, the income and expenditure for April and May 2025 was provided on an excel spreadsheet with reserves being 1.3 times monthly running costs. The graphs showing the membership and studio usage were noted.

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

**Usage Reports**

Usage reports were discussed and attendance is being recorded more consistently.

**Teen Gym**

Teen gym has been amended to Tuesday and Thursday evenings. Attendance is picking up with 25 attendances in March, 32 in April and 18 in May..

**Staffing**

The Sports Centre currently has a vacancy for a part-time instructor/receptionist. Refresher first aid training is due for all staff and will be completed in September and October. The school have confirmed that we may use a room in the TRAC centre at no cost for this training. Other organisations have been invited to this training to help reduce the costs.

**Repairs and Maintenance**

Repairs to the emergency lighting has been carried out.

Sports Hall – the school have removed the curtains from the doors in the sports hall as they are not compliant with fire regulations. A reflective film has been installed which reflects the sun, but still allows viewing through the glass.

### **Tennis Courts – Line Marking and Post Replacement**

The tennis courts require refurbishment:

- Renewal of white lines: £600 per court is the cheapest quote received.
- Replacement of posts: £265 per set

With an annual income from tennis of approximately £250, the Committee has asked that the costs of the provision/installation of a MUGA (Multi Use Games Area) are explored, including football, basketball, netball and tennis. In the meantime, Cllr M Aspinall PROPOSED that one tennis court should be remarked and a single set of posts purchased and installed. SECONDED: Cllr R Brammer and AGREED.

### **Gym Equipment – Safety and Replacement Issues**

- **Rear Deltoid/Fly Machine:** The seat is no longer secure. Following a recent incident in which a member suffered minor injuries, the machine is now only usable in a standing position – which is not ideal or preferred by users. The required spare part cannot be sourced. Our handyman has found a solution which has been checked with the company that carry out our annual inspection has confirmed that they are satisfied with this solution.
- **Leg Curl Machine:** A crack has appeared in the steel section that secures the legs. This damage is irreparable. A replacement machine, combining leg curl and leg extension functions would cost around £1,800. Cllr S Fishenden PROPOSED that the leg machines are replaced with the combination unit at a cost of £1,800. SECONDED: Cllr C Clark and AGREED. Freeing up this space, will potentially allow for the addition of another piece of cardio equipment.

### **Leigh Academies Trust and Lease.**

It was NOTED that contractors are currently on site installing hardstanding in the overflow carpark without the benefit of planning permission and this has been reported to Sevenoaks District Council planning enforcement.

### **Sports Centre Software, Website and Social Media**

Software: The Assistant Clerk reported staff are becoming more confident in the new software, but there are still some anomalies with membership renewals being able to be done by the members online, but not by staff in reception and this has been reported to the software company. Bulk emails were sent out to members and is a much improved communication tool.

Website: Views of the website were 861 for March, 919 for April and 797 for May and it is expected that this will increase leading up to the Summer Holiday Activities for the young people.

Social Media: Views have increased by 221% since the last meeting and the reach has also increased by 62.8%. Posting on facebook and Instagram have been increased and are being programmed regularly.

### **Offers**

For the month of June we have a promotion for new members being a three month membership for the cost of two months. For existing members we are holding a raffle at the end of June and members are allocated a raffle ticket each time they visit the centre. One of our members has just celebrated 25 years membership with the Sports Centre and was delighted to be presented with a gift voucher.

**6. Date of Next Meeting**

The date of the next meeting of the Sports Centre Management Committee was set for 23 September 2025 at 7.30pm at the Village Association meeting room.

The meeting closed at 8.02pm

Signed: .....  
Chairman

Date: .....