

**Minutes of the Sports Centre Committee meeting
held on 3rd July 2019 in the club room at 4pm**

Present

Cllr Stephen Clough (Chair) Cllr Mo Potts
Cllr Lilian Robinson Cllr Nick Whitehead
Cllr Stuart Mullins
David Knapton-Sports Supervisor
Sam Goulden-Customer Services Assistant
Adam Swift-SSA (note taker)

1. Apologies

Darren Hibberd-authorized annual leave

2. Declaration of members' interests

None.

3. Public Questions – 15minutes

Car parking at the Sport Centre was discussed with the public. Issues have arisen with non-members using the car park for other purposes such as shopping at Aldi and Rother Valley. The public believe signs should be in place to warn non-members and potential fines are set in place. **Cllr SC is to liaise with the Parish Clerk regarding this issue.**

4. Terms of reference approved at the FPC meeting held 24.06.19

All members noted final copy

5. Remit of responsibility of sports centre committee

The only issue addressed was the child zone finances. Cllr SC believes this should fall under the sports centre remit not catering. This is due to the sports team managing the room on a daily basis through sporting activities, cleaning and setting the room up for events.

6. Minutes of the last meeting held 18.04.2019

These minutes were noted and formally approved at the meeting held 20 May 19

7. Sports centre update

DK reported that the continuous flow of gym inductions through the summer has increased memberships to a total 511 active direct debit members. This brings a revenue stream of over £10,000 per month.

Additionally within the memberships we have 5 annual members and also 77 'pay as go' members.

Cllr MP would like **Darren Hibberd** to create a detailed report into facts and figures for all sport centre committee meetings regardless of whether he can attend or not. This is to ensure all present are kept up to date on a monthly basis.

DK reported deleted bookings have decreased due to the new booking procedure which has been set in place. Members must now pay on booking or within 24 hours or the slot will be made available to others. DK believes the new system is working well.

Renewal of contracts for external free-lance sports instructors is currently in process, ensuring all instructors have an up to date DBS in place and their own employer's liability insurance.

Cllrs state the refund procedure should be **under review by the management** due to the 'medieval' procedure in place at present. The current procedure allows customers to cancel before 24 hours' notice with their refund money being held in the safe until collection.

Cllr SC is to liaise with SC/DH regarding an improved refund procedure.

8. **Current outstanding items**

A) Domestic Boilers

This was debated as a major issue which needs addressing immediately. Cllr SC states the hot water boiler is not fit for purpose and could cause the closure of the building if not resolved. Cllrs discussed back up options to ensure the building will remain open.

Cllr NW suggests a backup option is to hire electric warm water units for essential areas of the building. However some toilets and areas would need to be closed (the catering area has its own boiler system which will not cause any issues).

Cllrs are to request additional advice from the company who are employed to fix the boilers.

Cllr MP believes the three quotes are now out of date and invalid. New quotes must be now be readdressed ASAP to ensure an immediate resolution. An extraordinary meeting has been recommended by the chair to follow this up urgently.

B) LED Lighting (sports hall)

Cllr SC states the LED lighting will improve efficiency of the sports hall lighting and has been estimated to cost £3,600 on top of the funding which will be received. The funding will cover 80% of the expenditure. However Cllr MP believes the initial spend is of concern as this has not been budgeted. Cllrs SC and NW believe the LED lighting and grant proposed will be beneficial financially in the long term.

Cllrs to liaise with NEDDC to gain further information and then it will be a **recommendation** for the next FPC meeting.

C) Air conditioning units (upper gym)

See above as this is joint funding application with the LED lighting in process to BNED Leader fund.

D) Squash court walls

As the expenditure for the court maintenance is over the threshold this will also be taken to the extraordinary meeting to discuss.

9. **NEDDC proposal**

(Circulated with the agenda and will be circulated to all Councillors)

A brief discussion was held regarding the NEDDC subsidy reduction plan support proposal. Cllr NW would like to see the review process completed before July 2020 as it appears to be a long timeline of events.

Cllrs to liaise with Lee Hicklin to discuss further.

10. Membership Data

Covered by DK in item 7.

11. Current Classes

DK reported that there are currently 33 classes on the timetable; the majority of which are taken by the fitness team. The marketing for these classes is through Facebook and leaflets placed around the centre.

If any class has an attendance below 5 members then the class will be reviewed. External instructors have been limited to save on expenses. Cllr NW believes a reduction in classes may be necessary to ensure the building is covered at all times by the sports team, especially if some classes are not hitting the targets expected.

12. EZ System update (Update provided by Kevin Wood)

Existing system very expensive, hard to navigate and slow processing information. KW has searched for superior system providers and believes Sports Booker may be a good option. This provider is very flexible and easy to use.

A provisional online demo has been organised to gain a better insight into the system, in attendance will be DH, KW, Cllr NW and a member of the reception team. The date arranged for the demo is 14th August at 2pm.

The current system in place costs £245 per month. The new system being considered is only £70 per month with a set-up fee of £600. This would see a saving of £1,500 in the first year of use and £2,100 in the second year (in comparison with the EZ Facility monthly payments).

The software will be reviewed after the demo and taken to the next SCC meeting.

13. Date and Time of next meeting

21st August 2019 4pm – 6pm

Recommendations from Sports centre committee

Remit of committees-Move child zone from Bar/Catering committee to Sports committee

Any other information in the minutes and underlined are not recommendations but action to progress