

Killamarsh Parish Council

Killamarsh Sports Centre, Killamarsh Community Campus
Stanley Street. Killamarsh, S21 1EL

Tel: 0114 247 2260

Email: parish.office@Killamarsh-pc.gov.uk

Website: www.killamarsh-pc.gov.uk



Draft minutes are subject to approval at the next committee meeting.

Minutes of An Extraordinary Meeting of The Sports Centre Committee Held Remotely on Monday 6th January 2021 Via Zoom Video Conference

Commenced: 11:00am - Concluded: 12.37pm

Councillors Present: Steve Clough [Chairman], Stuart Mullins, Mo Potts, Lillian Robinson

Absent Councillors: Nick Whitehead

Non-Councillors (without voting rights): None appointed

Observing Councillors (not a member of the committee): None

Officers: Safia Kauser [Locum Parish Clerk, minute taker]; Darren Hibberd [Operations Manager]

Members of the Public: Four members of the public

(1) Item 1: Chairman's Opening Remarks

To receive the Chairman's opening remarks. The Chairman will notify those present about the holding of virtual meetings.

The Chairman informed those present who had joined the meeting via video to use the 'raise your hand' facility to speak and those members who had joined by telephone were advised to state their name and be permitted to speak when asked to do so by the Chair.

(2) Item 2: Apologies for Absence

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

No apologies for absence were received from Councillor Whitehead.

(3) Item 3: Declarations of Disclosable Pecuniary and Other Interests

Item 3.1 - To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None declared.

Item 3.2 - To receive, consider and record councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None declared.

(4)	<p><u>Item 4: Adjournment for Public Participation</u> To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can made be under public participation.</p> <p>No members of the public requested to take part in public participation.</p>
(5)	<p><u>Item 5: Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960</u> To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p> <p>Members considered excluding the press and public for agenda item 7 as discussions relate to members of staff and the furlough scheme, however it was agreed that the exclusion is not required subject to the committee not disclosing names of employees and any personal data.</p>
(6)	<p><u>Item 6: Minutes</u> To approve the draft minutes of the Sports Centre committee meeting held on the 26 November 2020. (previously circulated)</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That the draft minutes of the Sports Centre committee meeting held on the 26th November 2020 are approved as a true and accurate record of proceedings.
(7)	<p><u>Item 7: Coronavirus Update and Sports Centre Implications</u> To consider the operational and management implications for the Sports Centre in view of the new tier 4 restrictions that became effective from 11pm on 30 December 2020 and to determine the continuation of leisure and sports services. Members will need to consider:</p> <ul style="list-style-type: none"> • Finances (Month 8 income and expenditure report enclosed) • Furlough • Continuation of part services <p>Since the agenda was issued, the government had announced a national lockdown to commence from 12am on 5th January 2021. Under the tier 4 restrictions under 18 activities could have taken place at the Sports Centre, however all grass root sports are now suspended. The early years ‘Killamarsh Bears’ could continue to operate.</p> <p><u>Continuation of Part Services</u> The Sports Centre could remain open to allow Killamarsh Bears to operate. The Sports Supervisor would be responsible for opening up and closing the building and carrying out building compliance and health and safety checks. Killamarsh Bears operate from Mondays to Fridays, the public were using the side of the building and the staff were using the stairs. The Bears operate with two year groups and a request was submitted to use another room in the Sports Centre. An email had been sent by Killamarsh Bears for the attention of the council. The Operations Manager informed members that if the building is closed, then the Sports Supervisor would need to check the building in a morning in any case. The possibility of the Bears being responsible for their own health and safety checks was considered, which may need to be checked out with the insurers.</p> <p><u>Finances</u> A lengthy discussion took place about the Sports Centre finances and the lockdown implications. The council could claim £9,000 for the next 3 months via the government scheme which was applicable to the Sports Centre as a result of the lockdown. The last claim for £3,000 from the government scheme was flagged up as there was concern that the council was not entitled to claim, however this was checked out and no further action was taken. District councils were eligible to claim funding for 80p per £1.00 in loss of income but Parish Councils could not claim more loss despite receiving rate relief.</p>

A councillor raised concerns that the council could potentially go bankrupt if it continued to operate part services with a substantial loss of income due to Covid-19. Killamarsh Bears were paying £12.20 per hour which was highly subsidized by the Parish Council and did not cover heat, light and cleaning. The Bears were paying a month in advance and the income should be up to £10,000 by the end of March. The February and March booking was estimated at £3,000 income. Although the child zone budget was set at £16,000, this included the girl guides income which had not been generated as they stopped coming in.

The Locum Clerk advised members that they should calculate the financial risk of the building remaining open for the Bears and should consider any contingency plans to support any shortfall in the finances. A brief discussion took place about the energy consumption in the building. The annual gas and electric charges were projected to be in the region of £52,000 which did not include bar and catering element and was based on a reduced level of leisure services and it was noted that over half the budget had already been used. The Operations Manager reported that the building was split over two heating zones and the thermostats had been individually turned down in rooms that were not in use. The boiler continues to be fired up at all times. The worst case scenario was considered and it was commented that the building would need to be heated at all times. Options were considered to relocate the Bears in the event that the Sports Centre was closed. The hours of the handyperson were considered and it was noted that the employee had a lot of annual leave to take and there was no holiday cover in place for the handyperson.

Furlough

A member of the Sports Centre staff was not on furlough however the remaining employees had been furloughed. A suggestion was made to reduce the hours of the Sports Centre Supervisor to save costs but it was commented that cutting hours would not plug the gap of losses in the income.

RESOLVED:

- 1) That the Full Parish Council determines the operational and management implications for the Sports Centre in view of the new lockdown restrictions and to determine the continuation of leisure and sports services having considered the month 8 finances, furlough and continuation of part services.
- 2) That the furlough scheme is extended for employees previously furloughed at 80%.

Action: Locum Clerk to add this item to the EO Parish Council meeting scheduled for 18th January.

(8) Item 8: Temporary Sports Centre Operational Management Cover

To receive a verbal update on the arrangements in place to cover the post of the Operations Manager and to consider and recommend any temporary pay increases to reflect the period of cover and level of responsibility to the Personnel committee for consideration.

Note: The last working day for the Operations Manager is Friday 8th January 2021. The Personnel Committee have delegated responsibility to determine staffing matters.

The Operations Manager had passed on training and knowledge to the Sports Centre Supervisor who is the second person responsible in terms of the staffing structure and has been employed by the council for 10 years. The Sports Centre Supervisor would oversee the operations of the Centre and keep things ticking over. Members briefly discussed pay grading options to reflect the level of responsibility but agreed that they could not make any recommendations on this matter as it was dependent on the center remaining open or closed and any decision would be made by the Personnel committee in the event the centre remains open. The role involves health and safety checks, risk assessments and provides a point of contact for Sports Centre staff and covers a small percentage of the Operation Managers role. The February and March period would involve marketing in which case the responsibility would increase further. If Killamarsh Bears continue to operate then the full 37 hours would be required from the post holder. It was suggested that 20

	<p>hours could be paid at a higher rate and 17 at a normal rate but a member of staff would need to remain on site for legal reasons.</p> <p>RESOLVED:</p> <p>1) That the Sports Centre Committee recognizes the increase of responsibility for the Sports Centre Supervisor and supports a temporary uplift in the salary during the period of cover which is dependent on the Sports Centre remaining open or closed.</p>
(9)	<p><u>Item 9: Any items for discussion for a future agenda</u></p> <p>To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <p>None requested.</p>
(10)	<p><u>Item 10: Date of the Next Committee Meeting</u></p> <p>To agree a date for the next ordinary meeting of the Sports Centre committee to be convened.</p> <p>Members agreed that due to a lot of uncertainty surrounding the Sports Centre, a meeting could not be scheduled, and therefore the Chairman could call an Extraordinary meeting if required.</p>