

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

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

Present: Cllr M Manley  
Cllr Mrs Brammer  
Cllr Mrs Clark  
Cllr S Fishenden  
Cllr S Glover  
Cllr I MacLeod

Mrs A de Jager – Parish Clerk and Sports Centre Manager  
Ms K Law – Assistant Clerk and Finance Officer

**1. Apologies**

Cllr M Brown and Cllr V Ngwenya

**2. Declarations of Interests**

None

**3. Minutes of the Previous Meeting**

The minutes of the meeting of 24 October 2022 were approved and signed as a true record  
PROPOSED: Cllr Mrs Clark SECONDED: Cllr S Fishenden.

**4. Sports Centre Working Party**

4.1 The notes of the Sports Centre Working Party meetings of 22 November 2022, 05 December 2022 and 19 December 2022 were RECEIVED and NOTED. It was NOTED that the notes of the meeting of 25 January 2023 will be distributed with the February 2023 Parish Council Agenda.

4.2 Cllr M Manley PROPOSED that the amendments to the membership types and the increase in charges recommended by the Working Party, as per the attached document, will be implemented from 01 April 2023. SECONDED: Cllr S Fishenden and AGREED.

4.3 Cllr Mrs Clark PROPOSED that the recommendation from the Working Party to purchase new software from Clubwise is AUTHORISED. SECONDED: Cllr S Fishenden and AGREED.

4.4 A verbal update was given to members and Cllr Mrs Brammer PROPOSED that an application is made to have a brown tourist sign installed at the roundabout. SECONDED: Cllr I MacLeod and AGREED. Cllr M Manley PROPOSED that the signage on Ash Road is simplified and 'open to the public' added. Signage on the building be reviewed at a later date. SECONDED: Cllr S Fishenden and AGREED. Cllr S Glover PROPOSED that a banner is purchased indicating the Sports Centre parking and that the 'What 3 Words' location is added to the website and social media information. SECONDED: Cllr Mrs Brammer and AGREED. Cllr S Fishenden PROPOSED that letters requesting financial grants are sent to Hartley Parish Council and New Ash Green Village Association. SECONDED: Cllr S Glover and AGREED. It was AGREED that name badges for all staff be secured.

**5. Finance**

5.1 . Current Financial Position – the Finance Officer took members through the reports noting that usage had increased in January as expected for this time of the year. Squash has picked up. With the introduction of the new rota on 01 February 2023, staff costs will reduce. Beaming Stars will stop the hire of the sports hall on Saturday mornings, this is due to increased minimum wage and not enough interest for the class.

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

## 6. **Conditions of Use**

The last review of the conditions of use were carried out in 2016 and it was AGREED that new conditions are required to reflect the current usage of the Centre. Cllr I MacLeod will prepare the draft conditions for approval at the next meeting of the Committee.

## 7. **Sports Centre Manager's Report**

### **Centre Usage**

Graphs are attached with a comparison of the pre-COVID 2019/20 year and the 2021/22 and 2022/23 years. The numbers for January 2023 are up to and including 24 January 2023.

### **Gym**

Val is providing health reviews for some members and she has created a Fitbook to document their fitness journey.

### **Squash Court**

Squash usage has increased with the court being used 113 times since 19 October 2022. The court is used for both squash and table tennis.

### **Classes**

The classes schedule has been reviewed, with the removal of some classes and changes to the names of classes. The morning classes remain the most popular, with the exception of Adult Ballet. The two classes have been combined and the day changed to see if it attracts more people. Paul Crosse has come back on a voluntary basis to teach the Circuit class on a Tuesday evening. The current timetable will be reviewed mid March.

### **Teen Gym**

Monday sessions attract 7 teen boys, and between 3 and 4 boys attend on a Thursday.

### **Basketball**

Junior basketball remains popular with between 12 – 13 boys regularly attending. Senior basketball attracts between 7 – 8 boys.

### **Half-Term Activities**

Half term activities will be held for primary school children in the February half-term with a nominal charge of £2.00 which will support the use of the Sports Centre staff time and facilities. The on-line booking system will be used for parents to book sessions.

### **Repairs and Maintenance**

The boxing bag support o-ring has sheared off, the replacement like for like is currently out of stock, but will be replaced as soon as possible. The pull up bar in the circuit room needs to be replaced.

## 8. **Sports Centre Website/Facebook/Instagram**

No report

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

The Fire alarm process for the school has been changed. When the alarm is sounded all school staff and students gather on the tennis courts. Sports Centre staff and users gather in the car park. Once a false alarm has been established, the siren would be switched off and we could re-enter the building – usually less than 5 minutes. The school now have to establish that all staff and students are accounted for before the siren can be switched off, which can take up to 15 minutes. This is a significant amount of time out of a 60 minute workout or a 30 minute class. Enquiries will be made to see if it is possible to isolate the Sports Centre once a false alarm has been confirmed.

**Closed session**

**Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, members of the press and public were asked to leave the meeting for the following confidential item to be discussed.**

**10. Staffing**

Members were advised of the outcome of the redundancy process and the revised staffing levels.

**11. Date of Next Meeting**

The date of the first Sports Centre Working Party meeting was set for 28 February 2023 at 2pm.

The meeting closed at 3.02pm

Signed: ..... Date: .....  
Chairman