



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling
Chairman: Mr B. Woods

Minutes

of the meeting of the Recreation Committee held on Wednesday 7th December 2016 at 7.30pm in the Council Offices at the Memorial Leisure Centre, Harleston

Present: Councillors: Matthew Goodswen (Chair), Mark Betts, Martin Roberts, Gregg Rose, Frances Bickley, Barry Woods, Lynda Ling (Town Clerk), Andy Jackson (Operations Manager – Minutes), Natasha Ives-Styman (Centre Manager) and Richard Self – (Chair, Harleston Tennis & Squash Club).

- 1. Welcome** – The Chairman welcomed those attending the meeting.
- 2. To receive and accept apologies from members unable to attend** – None.
- 3. To receive any declarations of pecuniary or any other interest in particular matters to be raised at this meeting** – Councillor Bickley, item 7.
- 4. To approve the minutes of the Recreation Committee** - The minutes of the Recreation Committee meeting held on Wednesday 2nd November 2016 were agreed and signed.
Proposed by Councillor Rose and seconded by Councillor Betts – **ALL AGREED**
- 5. To receive reports from clubs and agree on any agreed action** – None received.
- 6. To discuss the operation of the Tennis and Squash Clubs electronic booking system and agree any necessary action** – Councillor Woods informed the meeting that it had become apparent that the relatively new booking system, as it stood, did not allow for data to be collated for invoicing/financial purposes.

Mr Self replied that the previous system (totally funded by the club) had become expensive to run and had been replaced at short notice due to contractual reasons without consultation with the Council or consideration being given to the councils invoicing procedures.

Mr Self informed the meeting that he would ask two of the clubs committee members, more familiar with the system, to look into upgrading if possible and to provide in-house training on its functions. In the short term the club would provide a spreadsheet detailing the financial information required for invoicing purposes.

Natasha Ives-Styman would like to have a system that allowed payments to be made at the time of booking to which Mr Self concurred.

The discussions then led on to the current agreement that the Council has with the Tennis and Squash Club. Following the discussion it was agreed that a meeting between the Council and the Club will be convened to conduct a joint review to include the design and operation of the booking system.

7. To receive a gym report (to include 6 month off peak trial) and agree any necessary action – The Gym Manager reported on the following;

Off peak tennis and squash court hire – the 6 month trial of reduced court fees has not proved to be successful in that court hire not increased substantially and comparisons of revenues have identified that income has been shown to be adversely affected.

Mr Self commented that it was worth running the trial but as it obviously had not had the desired effect that this should be considered again in the future but in a different format.

Following discussion it was agreed that current trial would end on 7th January 2017 and previous rates would apply for the time being.

Proposed by Councillor Betts and seconded by Councillor Roberts - **ALL AGREED**

Tennis and squash court hire for coaching sessions – there appears to be some confusion as to the fees charged for coaching sessions, following discussion it was agreed that until this could be assessed and a framework incorporated in the revised agreement that adult members of the club would pay full members rates, non-members would pay full non-members rates also. Juniors would be charged members rates regardless of if they are members of the club or not.

Proposed by Councillor Rose and seconded by Councillor Betts - **ALL AGREED**

Classes – revenue is being lost as payments can't be taken over the telephone at the time of booking. Following discussion it was agreed that the Office Administrator and Councillor Betts would investigate options and report back to the committee.

A request to introduce a further freelance course was approved.

Proposed by Councillor Betts and seconded by Councillor Bickley - **ALL AGREED**

Reception Lighting – two quotations have been received for the previously agreed installation of enhanced lighting in the reception area. Company A; £2,000 / Company B; £1,180. Following discussion it was confirmed that the work will be offered to Company B; Ben Broughton.

New Year promotion – the manager requested that a New Year promotion of 4 months membership for the price of 3 be approved.

Agreement proposed by Councillor Bickley and seconded by Councillor Betts-

ALL AGREED

Membership Cards – the manager requested that the cards be redesigned and distributed samples for consideration. Following discussion it was agreed that the cards in future would have a blue background with yellow writing.

Proposed by Councillor Betts and seconded by Councillor Bickley - **ALL AGREED**

8. To receive quotations for the painting of the upper walls of the gym and agree any necessary action – Two quotations have been received; Company A; end gable walls £3,030 all walls; £6,000 (vat N/A). Company B; end gable walls £2,464.35 all walls £4,860.61 (+ vat).

Following discussion it was agreed that this work be deferred due to budgetary constraints.

9. To discuss arrangements for car park gate closures over the Christmas and New Year period – Following discussion it was agreed that the gates would remain open as from the night of Friday 23rd December to the morning of 3rd January 2017. The Gym manager is to brief staff accordingly.

Proposed by Councillor Rose and seconded by Councillor Roberts - **ALL AGREED**

10. To receive quotations for the laying of a public footpath from the Wilderness Lane vehicle entrance to the car park and agree any necessary action – two quotations have been received for removing the conifer hedging, installation of rails and the laying of a curved footpath;

Company A; £7,794 + vat, Company B; £5,975 +vat.

Following discussion it was agreed that whilst the quotation of Company A was in excess of Company B, that their specification (deeper foundations to support lorries crossing) Company A would be recommend to the Finance Committee.

Proposed by Councillor Rose and seconded by Councillor Roberts - **ALL AGREED**

11. To receive quotations for repairs to pot holes in the main car park and agree any necessary action – Two quotations have been received;

Company A; £1,110 + vat, Company B; £300 + vat.

Following discussion it was agreed that Company B; David Ireland Groundworks be offered the works.

Proposed by Councillor Rose and seconded by Councillor Betts - **ALL AGREED**

12. To discuss the format, wording and quotation for the revised entrance signage and agree any necessary action - Councillors were given draft copies of the proposed signage for their consideration and edit. Following discussion the design and wording was approved and that the signs be manufactured with powdered coated aluminium panels and aluminium posts.

The cost of manufacture and supply; £1,185 + vat

It was agreed that one quotation was sufficient for this project as the supplier was known to the council and had conducted good quality, cost effective work previously. It was also agreed to recommend to purchase the signage to the Finance Committee for their consideration.

Proposed by Councillor Roberts seconded by Councillor Bickley - **ALL AGREED**

13. To receive an update on the waste recycling service contract – The Operations Manager reported that the current contract had been renegotiated with approximate savings of £330/annum.

14. To discuss any health and safety items – None

15. To receive reports from committee members (for information only) – None.

16. To resolve to approve items of expenditure: - Payments already made £11,391.24, cheques to be signed £1,759.37, BACS payments £939.13.

Proposed by Councillor Rose and seconded by Councillor Betts - **ALL AGREED**

14. To be informed of significant correspondence and agree any necessary action. – None.

15. Date and time of next meeting – Wednesday 1st February 2017 at 7.30pm in the Council Offices, Harleston Leisure Centre.

Meeting ended at 8.34 pm.

Signed

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