



Redenhall with Harleston Town Council

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

Minutes

**of the meeting of the Recreation Committee held on
Wednesday 5th April 2017 at 7.30pm in the Council Offices at the
Memorial Leisure Centre, Harleston**

Present: Councillors; Frances Bickley (Chair), Mark Betts, Martin Roberts and Barry Woods

Also present: Neil Shannon, Lynda Ling (Town Clerk) and Tina Page

- 1. Welcome** – The chairman informed those present that recording equipment will be used this evening.
- 2. To receive and accept apologies from members unable to attend** – Councillor Rose
- 3. To receive any declarations of pecuniary or any other interests in particular matters to be raised at this meeting** – None
- 4. Approval of minutes of a meeting of the Recreation Committee held on Wednesday 1st March 2017** – Agreement proposed by Councillor Betts and seconded by Councillor Roberts **ALL AGREED**
- 5. Matters arising** – None
- 6. Chairman's Report** – None, this will be covered in other items on the agenda
- 7. To receive reports from clubs and agree any necessary action** – None
- 8. To receive as report from the gym manager and agree any action - Memberships** - active members on the system is 572, they consist of 26 cash payers, 47 pay as you go, 72 standing orders and 427 on direct debit.

Extension of the free weights area - extending the free weights area into Lin's old office. We still need to purchase 1-10kg dumbbell rack, a minimum of 3-6 black mats to protect the floor, 2-3 benches, a new/second hand TV to replace the small one in the cardio area of the gym and for that to go in the new free weights area and there is a need to address the music system situation in the gym.

Classes - This year has seen an increase in participation of classes with more than half of the classes on the timetable at maximum capacity. This is great news, however we are having to turn people away on occasions and regularly for spinning

classes which are our most popular at peak times. We have also run out of space to store anymore spinning bikes in the studio however more could be stored in Christy's old salon if we were to purchase more. There are a few star trac bikes (the same as half of our current bikes) on ebay, Natasha would like to purchase two costing around £800-£900 for the two. Proposed by Natasha and seconded by Councillor Betts

ALL AGREED

Ryan is leaving HCLF to teach children's Bootcamps in America, we are losing his qualifications in teaching Indoor Cycling and Supple Strength on a Saturday morning which needs to be addressed before he leaves. At the moment we have an additional member of staff rota'd on shift on a Saturday to cover reception for two hours whilst the other instructor teaches, however these short shifts can be difficult to cover and Natasha feels that they are a little unfair on staff. In light of this and the fact I frequently have members of the public enquiring about Pilates, Natasha would like to employ a freelance Pilates instructor to take over Supple Strength but to also cover reception for an hour before their class commences either on a zero hour contract or it could be added to their invoice at zero hour contract rate. It proposed that Natasha should investigate further.

ALL AGREED

Staffing - Toni Glover and Gordon Beveridge has been removed from the payroll as zero hour contracted employees, Natasha is still yet to find replacements. Natasha is going to meet an educated gentleman who isn't a qualified instructor but who would be happy to work as a leisure assistant or receptionist. Councillor Woods stated that he would be happy for this to happen and to have them DBS checked and first aid at work trained.

Any other business - Ross will be starting his Bootcamp sessions on the Rec from Sunday 30th April for a month, then will repeat later on throughout the year. Christy and Natasha have also planned to run Bootcamp sessions away from HCLF at Goodies Farm a week after Ross's Bootcamp course finishes on their days off as self-employed freelance instructors.

Maintenance and operational requirements - Eyre – extractor fans quote for both ends of the gym, heating system on fan only during the summer months.

Ladies squash changing room shower – the shower in the ladies squash changing rooms is still out of order.

Shower trays in men's squash changing room – are leaking and mouldy and need attention.

Health and Safety – building checks need to be put into practice once a week for fire alarm call points, fire extinguishers and emergency lighting etc, plus general emergency procedures to be updated including fire evacuations. With the increased use of the social room upstairs we also need to consider the purchase of an 'Evac chair' which would enable us to get a disabled person down the stairs quickly without the use of the electric chair which is slow and may not work in an event of a fire. Natasha has requested a meeting with Councillor Bickley, Steve Cox and Lynda Ling to discuss the above.

- 9. To discuss items relating to the Squash and Tennis Club including the online booking system and agree any action** – There was been an issue with the flooring on Squash court 1. This has now been resolved and the court is now open. There are still problems with the booking system and getting the information for the quarterly invoices. Councillor Bickley to contact Richard Self and inform him of the proposals of

changing the booking system. Suggest a 50/50 split, if not any help from them, the Council will take over the whole booking system. A meeting should be set up to discuss this.

- 10. To review the use of the recreation grounds by groups and organisations and agree any action** – It is time that we looked at the Recreation Grounds as a whole. Harleston Youth Football Club pay for the floodlights but not the ground usage. Funfair and Circus charges have not been reviewed for a few years.
- 11. To discuss a request from the skate park group regarding the potentially allocated space on the recreation grounds and agree any action** – Councillor Bickley has received an email from Caroline Miller requesting an extension to the skate park grounds to 29.5 metres, quote is in the region of £60,000. There has been further communication from Malthouse Court objecting to the installation of the Skate Park in the allocated area.
- 12. To discuss the football club's potential proposals for the future and agree any action** – Neil Shannon discussed to idea of installing additional floodlights. Councillor Woods has requested that he provides a report with sufficient detailed information as to make a decision and justification, providing photos to be discussed at the Town Council meeting.
- 13. To discuss and agree refurbishment of the gym kitchen area (including vinyl flooring) and agree any action** – The gym kitchen area is in a poor state, with work being required for new flooring and refurbishment. A quote has been received for vinyl for the area at a cost of £260 incl VAT. The ceiling needs renewing also. Councillor Betts proposed giving the clerk delegated authority to spend up to £500 to get the works completed which was seconded by Councillor Roberts
ALL AGREED
- 14. To discuss and agree and the cost of fixing three mirrors to the new weights area and agree any action** – The gym manager thought the original quote included the mirror fixing which unfortunately it did not. A quote has been obtained at £120.00 + VAT. Agreement was proposed by Councillor Woods and seconded by Councillor Roberts
ALL AGREED
- 15. To discuss and agree training for the maintenance team and agree action** – All the maintenance team need to be Lantra trained in order to carry out their duties on the recreation grounds and cemetery. An external trainer has been sourced who will train 3 members of staff on site at a cost of £2025. Agreement was proposed by Councillor Roberts and seconded by Councillor Betts
ALL AGREED
- 16. To consider items relating to the recreations grounds (information pre-circulated) and agree any necessary action** – Councillor Bickley and Lynda Ling have looked into this the Fields in Trust document which protects open spaces and it was agreed that it was a good idea to go ahead with registering the recreation grounds at a cost of £35.00. Agreement was proposed by Councillor Woods and seconded by Councillor Betts
ALL AGREED
- 17. To discuss any health and safety items** – None

18. To receive reports from committee members (for information only) -

Councillor Betts commented on the removal of the hedge at the entrance to the Wilderness Lane car park looks a lot better.

19. To receive a clerks report (for information only) –

Wilderness Lane entrance – The work has started on improving the entrance to the Recreation Ground. Plantscape have been sub-contracted by David Ireland to take out the hedging at the entrance with the new pathway works being started on 24th April

Circus - We have received a call from Circus Tyanna asking if they can come to the Recreation Grounds from 14th April 2017 – 23rd April 2017, the show will be opening on the 20th April. The charges were discussed and agreed to be £500 for this time.

ALL AGREED

Cleaning contract – extra cleaning Easter holidays and deep clean – The usual Easter holiday cleaning rota has been changed slightly to make sure that the centre is clean, covering Good Friday through to Easter Monday. A quote for a high level deep clean has also been requested.

Maintenance Staff – Wes Kent handed his notice in yesterday and the clerk is currently in the process of contacting a couple of people who also applied but were unsuccessful in getting the job. The chairman of the personnel committee has been contacted.

Squash Courts – The damaged floor to the squash court has been repaired today and the company is going to give us a report on the general condition of the squash courts as per England Squash standards. The tennis courts have also been looked at today by the same company and a report will be produced by them with quotes for some remedial repairs.

Income – The figures showing the membership income of the gym has been summed up for the end of the financial year which is approximately £101,000.

20. Approval of items of expenditure – Payments already made since last meeting £12,707.28, Cheques £310.46 and BACS £5,023.47. Proposed by Councillor Betts and seconded by Councillor Roberts

ALL AGREED

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

22. Date of the next meeting – Wednesday 3rd May 2017 at 7.30pm in the Social Room, Harleston Leisure Centre

Meeting ended at 8.28pm

Signed

Date