



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

Chairman: Mrs F. Bickley

Minutes of a meeting of Redenhall with Harleston Town Council's Leisure Centre Management Committee held at Harleston Leisure Centre On Monday 1ST October 2018

Present: Councillors – Frances Bickley, Mark Betts, Ian Broughton, Sue Kuzmic and Tom Whatling

Also Present: Lynda Ling (Clerk) and Rosie Riches (Office Assistant)

1. **Welcome** - Cllr. Bickley welcomed those present at the meeting
2. **To receive and accept apologies from members unable to attend** – None
3. **Declarations of pecuniary or any other interests** - None
4. **Approval of Minutes from last meeting** – Proposed Cllr Broughton Seconded Cllr Betts
ALL AGREED
5. **Matters arising from previous minutes** –
 - The Chairman announced that Gym Manager Nasha Ives-Styman had given birth to a baby boy, all councillors send their congratulations and best wishes.
 - The gym kitchen flooring has now been completed.
 - The premises license has now been signed and will be sent back to SNC by the end of the week.
6. **Reports**
 - **Chairman's report** - None
 - **Clerks report** – An email has been received from a gym member who has been paying membership to the gym for approx. 10 months although he has never attended because of a mis-understanding regarding an induction, it was agreed as a goodwill gesture to write to him offering a 50% refund on the fees paid, this was felt by councilors to be a more than generous offer. It was also agreed to go through the T&C's on the web site to make sure these are clear.
 - **Councilor reports** – (for information only) – None
 - **Squash & Tennis Club reports** – Councilors inspected the Squash courts, floors and walls which need attention, 2 quotes have been obtained for the work
 - Quote 1 - £2,550.00
 - Quote 2 - £2,300.00

Agreement to use Quote 2 at a cost of £2,300.00 was proposed Cllr Broughton,
Seconded Cllr Betts

ALL AGREED

7. Finance

Gym budget considerations for 2019/20

The following suggestions were put forward by Christy (Duty Manager deputising for Centre Manager in her absence during maternity leave) and asked for consideration by this committee for the following:-

Income

It was felt that some of the budgets for income could be increased slightly and the following was noted:-

- 1060 Gym – classes are currently at 80.3% of budget after only 5 months
- 1068 Gym – Tennis is currently 32.6% over budget / could be increased for next year
- 1065 Gym – Personal training is currently at 62.3% / could be increased slightly
- 1078 Gym – Music License is currently at 5.3% over budget – this is due to the fact we now have 18 classes on the timetable, some of which is license money coming in from outside instructors

Expenditure

- 4020 Audit Fees Internal – these will only increase so should be increased slightly to accommodate this
- 4022 Accounting Services – currently 36% over budget, this is an increase beyond our control and the budget should reflect a more appropriate amount.
- 4035 IT Equipment – currently 1.2% over budget, again another cost that is unavoidable given that all systems now are geared around IT
- 4041 Mobile Phones – currently 50.9% over budget – with 7 months remaining in the financial year, the budget was insufficient and unrealistic at the start of the year
- 4071 H&S Compliance – currently 91.2% over budget – yet again insufficient and unrealistic budget (£250) to cover all aspects of H&S for the gym which is housed in a public building. So much was needed this year to comply with regulations including the Evac-Chair. Perhaps a more realistic budget would be £750.
- 4128 Gym sundries – everything which can not be put under a specific budget heading if there isn't one that 'fits'

An extra budget code is required to add in External Instructors. It was agreed earlier this year to employ the services of trainers who can offer classes such as yoga and Pilates to expand the classes offered to members, based on how well the classes are doing so far this year a budget of around £7,250 is required (this equates to 3 instructors teaching a total of 4/5 classes per week)

Club Runner (gym membership system) is coming to the end of its supported life and it was agreed to ask Christy to obtain quotes for a replacement.

Update on monthly income and expenditure – The information is the same as disseminated at full town council on the 19th September 2018.

Approval of expenditure – Expenditure list for approval will be approved at the Amenities Committee.

8. Leisure Centre Building

- **Update on boiler works** – Eyre have finally fixed all the outstanding issues, this has been commissioned by KGB
- **Update on Gym kitchen works** – Units are on site and waiting to be installed, will need to purchase work-tops
- **Premises license update** – This has proved to be a much simpler exercise than was anticipated at first

9. Gym

- **Update on the gym and any items relating to its daily running** – This is running very well in Tasha’s absence with no problems thus far.
- **Consideration of any items raised by the gym team** – None

10. General items for discussion and agreement

- **Terms of reference** – To go to next full Town Council meeting to agree any changes to the of Terms of Reference

11. Significant correspondence - None

12. To confirm the date and time of the next meeting - Monday 5th November 2018 at 6.30pm

Meeting closed at 8.06pm

Signed.....

Date.....