



# Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

## Minutes

### of the meeting of the Recreation Committee held on Wednesday 7<sup>th</sup> February 2018 at 7.00pm in the Council Offices at the Memorial Leisure Centre, Harleston

**Present:** Councillors; Mark Betts, Frances Bickley, Ian Broughton, and Sue Kuzmic

Also present: Chris Reeve (Tennis and Squash Club), Natasha Ives-Styman and Lynda Ling (Town Clerk)

1. **Welcome** – Members were welcomed to the meeting.
2. **To receive and accept apologies from members unable to attend** – Apologies were received and accepted from Cllrs. Roberts and 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** - To approve the minutes of a meeting of the Recreation Committee held on Wednesday 13<sup>th</sup> December 2017 – This item was deferred until the next meeting due to only one member present having attended both meetings.  
**The meeting will be adjourned for public participation (up to a maximum of 15 minutes)**
5. **Matters arising** - None
6. **Chairman's report** - None
7. **To receive reports from regarding the gym, maintenance, any club reports and agree any action** –

**Tennis and Squash Club** – Chris Reeve discussed the recent meeting held between Cllr. Frances Bickley, Jenny Barton, Richard Self and the clerk where the following was discussed:-

- Members of the tennis club are delighted with the new surface and thanked the Recreation Committee for their support in getting the project completed.
- The official opening of the new courts will be on Saturday 21<sup>st</sup> April and Cllr. Frances Bickley has been asked to 'cut the ribbon'. The club will be putting on a BBQ and will publicise the event to try and encourage new members.
- One team is entered in the Winter Leagues and is hoping for promotion for the third year in a row.
- There will be no Club nights/afternoons or coaching until the Spring.
- Cllr. Bickley and Jenny Barton are to work on a new agreement between the clubs
- The club recently undertook a membership survey which showed that generally members are happy with how things are at the moment.

- A Code of Conduct will be drawn up for both Tennis & Squash and displayed on the courts.
- The question was raised if both clubs are covered under Council Public Liability Insurance – ***The clerk has already investigated this and the clubs are NOT covered under the council's insurance as they are independent of the council. Chris Reeve replied that they are signing up to be affiliated with England Squash so will be covered on their insurance.***
- Removal of leaves on the tennis courts – ***Jenny had requested that leaves be cleared from the courts to prevent anyone slipping on them during play. The clerk has spoken with the Groundsman who confirmed that he has been keeping on top of leaf fall on the courts, however it is difficult to ensure that the courts are clear 100% of the time.***

**External Signage** was also discussed, with the suggestion being put forward by the Club for a banner to be put on the fencing around the recreation grounds, it was agreed that this would be good advertising.

**Outside of opening hours usage of the tennis courts** – It was agreed that this would be easier to manage than the squash club wishing to use the squash courts out of hours and further discussion would be needed to resolve any issues.

**Paying online for squash** – It was agreed that there must be a way within one of the booking systems for members to be able to pay online without great cost to the council. Paying to book a court could possibly help reduce the number of no-shows who have booked to play during peak times. Chris commented that there would be reduction in the loss of revenue with possibly a refund only given if 48 hours' notice was given for a cancellation. This will be investigated further.

**Notice board** – A notice board has been requested by the Tennis Club for placing outside of the tennis courts so that information is available for users. Cllr. Bickley confirmed that the recreation committee will look into the costs to provide one.

Chris Reeve left the meeting

**Gym Report** – Natasha had provided a comprehensive report which has been circulated to members the previous week, the Chairman congratulated Natasha and her team on doing very well with membership increases, which totalled 49 new members in January and the success and increase in classes.

- **Coin mechanisms** – Problems have been experienced with the light box mechanisms for over a year, added to which the squash tokens are running low so it is suggested to replace the light boxes with new. Prices have been obtained and members agreed to purchase the system from Leisure Controls International Ltd at a cost of £253 + VAT. Agreement proposed by Cllr. Betts and seconded by Cllr. Kuzmic
- **Court Fee's** – A competitor analysis has been carried out by the manager and the average cost of a court fee is £6.50 - £7.00. The court fees currently in place is £4 for members and £6 for non-members. The proposal is an increase of 50p - £1 price increase and Natasha wants to approach the Squash Club for their thoughts. It was agreed generally that the prices should be increased as they have remained the same for 10 years.
- **Health & Safety** – A lot of work by Olly and Natasha has gone into Health & Safety over the last couple of months and Natasha's report gave an update. It was felt that walkie-talkies were now required so, in the event of an emergency, staff could communicate with each other throughout the building. Quotes had been received for these along with the quotes for an Evacu-Chair for use on the rear staircase. These were discussed at the December meeting when the item was deferred. Members agreed that these items could prove vital to save time/lives during any unexpected event and agreed that 4 radio's/walkie-talkies should be purchased at a cost of £550 and an Evacu- Chair at a cost of £800 (including the cover and bracket). Agreement proposed by Cllr. Betts and seconded by Cllr. Broughton.

**ALL AGREED**

**Freelance Instructors** – This item was included in Natasha’s written report and includes the positive feedback which has been received on the two yoga classes currently being held on Tuesday evenings and Sunday mornings. These go a long way to meeting the demand now that classes are included in the membership fee. Despite 5 classes being added to the timetable in January, there is still a demand for more, and as much as the classes offered cover a wide variety, one area that needs improving on, is catering for the older generation. Natasha asked for permission to hire a freelance instructor in to teach a ‘Fit for Life’ class, and the lady she has in mind is qualified to teach ‘special populations’ for those with contra-indications (i.e. Hip replacements etc). The instructor would be at the same rate as the yoga instructor. Members agreed that the leisure centre should try and cater for all age groups and agreed with Natasha’s request.

A discussion then followed on the necessity to look at getting the toilets and changing rooms refurbished, and all agreed that this should be looked at as soon as possible, along with the possibility of having outdoor toilets installed so members of the public do not have to come into the building. It was agreed to getting some idea’s from contractors along with quotes.

Natasha left the meeting.

8. **Update on the meeting with the Tennis and Squash Club** – Most of this item discussed was during Item 7, however with regard to signage, it was suggested that a sign be purchased to put on the dog run area to explain the rules.
  9. **Consideration on items relating to the recreation grounds (including football club and annual renewal of the NPFA at a cost of £30) –**
    - The Chairman read out comments recently put on Twitter by a member of the football club which were derogatory to the council
    - Agreement to the renewal of the NPFA subscription at a cost of £30 was proposed by Councillor Betts and seconded by Councillor Kuzmic. **ALL AGREED**
  10. **Discussion on the maintenance team having access to wi-fi in their lock-up - Deferred**
  11. **Discussion on maintenance issues in the building (which includes the results of the survey carried out by a surveyor) and agree any action** – The chairman went through the various items which the Maintenance Team Leader had highlighted as jobs that could be done in-house, it was agreed that the remainder of the items which require work should be actioned and the clerk and the maintenance team leader were asked to get quotes for these.  
**ACTION – CLERK & MTLEADER**
- A quote has also been received from the council’s preferred supplier for windows to replace a wooden window which was letting in water in the downstairs men’s toilets. The quote from Harleston Glaziers for a UPVC replacement was £359.24 + VAT. Agreement was proposed by Cllr. Betts and seconded by Cllr. Kuzmic. **ALL AGREED**
12. **Discussion on the leisure centre car parks** – This item was for general discussion as to how to proceed with an agreement made over 12 months ago, that a member of the recreation committee would measure the space outside the building with a view of extending the car park. Since that councillor had since left the recreation committee, no further action or information had been forthcoming. After a short discussion, it was agreed that this could be looked at as a future project and to look at how it would be funded.
  13. **Agreement on scaffold tower training for two members of staff at a cost of £145 each –** The clerk informed members that the council has a scaffold tower but no-one currently qualified to use it, so as certain works were on hold due to this, it was important to get staff

trained. Agreement to the training at the stated cost was proposed by Cllr. Betts and seconded by Cllr. Broughton. **ALL AGREED**

14. **Discussion on the contract for the grass cutting which ends in March 2018** – The clerk informed members that she had contacted two other companies for a quote but to date had no response. It was agreed to defer a decision until the next meeting.
15. **Reports from committee members (for information only)** - None
16. **Clerks report (for information only)** - The clerk informed members that the chiller in the bar area was beyond repair and suggested the purchase of a refrigerator in its place. The clerk will get some prices together for the next meeting.
17. **Approval of items of expenditure** – Agreement as per the payments list was proposed by Cllr. Betts and seconded by Cllr. Broughton **ALL AGREED**
18. **Significant correspondence and agree any necessary action** – None
19. To confirm the date of the next meeting – Wednesday 7<sup>th</sup> March 2018 at 7.00pm in the Social Room, Harleston Leisure Centre

Meeting ended at 8.56pm

Signed .....

Date .....