

Minutes of a Meeting of Wem Swimming & Lifestyle Centre Liaison Group held on Wednesday 13th December 2017 at 10 a.m. in the Eckford Suite, Edinburgh House, New Street, Wem.

Present:- Cllr Broomhall, Mrs P O'Hagan (Town Clerk) & Mrs S Thornhill (Assistant Town Clerk).

Wem Swimming & Lifestyle Centre - M Adkins, P Moyse, C Mellings, J Rogers (Deputy Manager).

In the absence of the Chairman, Cllr Broomhall took the chair.

- 1 **Apologies for absence** – To receive apologies for absence.

RESOLVED:- to accept the following apologies for absence
Cllr White, Cllr Murray & Cllr Glover. N Parker (WS&LC)
Absent – Cllr Towers

- 2 **Disclosable Pecuniary Interests** – To receive any Disclosable Pecuniary Interests – none declared.
- 3 **Minutes** – To approve as a correct record the minutes of a meeting of this Group held on 6 September 2017.

RESOLVED:- to approve the minutes of the 6 September and these were duly signed as a true record.

- 4 **Progress Report on matters raised at previous meetings**

- a) Legionnaires Report – Mr Rogers reported that Kingfisher had carried out the risk assessment and reported that WS&LC was a low risk centre but that the temperature in the plant room needed to be monitored.
- b) Ceiling Panels – Mr Rogers reported that this was next on the list to be completed.
- c) Redecoration – Mr Rogers reported that decorating will take place in December.
- d) Manual Pump to reduce the need to manually handle chemicals – Mr Rogers reported that the pump is working albeit slow.
- e) Heat Exchange Unit – Mr Rogers reported that the unit has calcified inside and will get a quote from Shropshire Pool & Spas to rectify this. They will also check the valves of the Air Handling Unit as part of their monthly service.
- f) New Pump for Boiler – Mr Rogers reported that this has been resolved.

RESOLVED:- to note.

- 5 **Reports**

a) Centre Manager – Mr Rogers presented the report and stated the following:-
Gym - due to the increased volume of visitors using the gym and the current weather conditions, the gym is now deep cleaned every Tuesday & Friday. One of the roof panels in the gym is loose and the fire door needed attention. One of the two broken cycles has been repaired and two new cycles have been purchased. The Town Clerk asked if a weekly inspection of the gym equipment took place and Mr Rogers said that the equipment was monitored and that customers reported any defects. The Town Clerk suggested that a

weekly inspection and repair record be kept to record that the equipment was being inspected. It was agreed to start this process.

Changing Rooms/Reception - shower gel holders and towel rails had been purchased for the changing rooms from proceeds from a recent coffee morning and a new computer had been installed in the reception area, the Town Clerk enquired about data protection and Mr Mellings said this would be discussed at the next board meeting.

Staff - two swimming teacher assistants have been taken on and two staff training sessions are held every month and all staff are required to attend one of these sessions.

Swimfit – a trial will be held next year, these will be instructor led sessions on Thursday afternoons at no extra cost. GP referrals were also discussed.

Swimming Pool - Kingfisher have calibrated the photometer (pool test kit) and 3 quotes have been requested to replace the pool cover. An Inflatable session will be trialed at the weekend following a request.

Other matters -19 charity boxes had been distributed around the town, all risks assessments were complete and a maintenance schedule was being developed (to now include gym equipment).

b) WSLC Board Report – Mr Adkins said that he was concerned with getting the gym up and running and that tenders had gone out and three quotes had been received. He said that up to £10,000 in share issues had been raised so far and there would be a re-launch in the New Year. Mr Adkins said that contributions had been received from the Co-op who have adopted WS&LC as their charity for the year. He said he will submit a written board report in the future and he was asked to include any long term plans in the report.

c) Financial report

Mr Mellings presented this report and said he would report the year end position at the end of January 2018. He said that more funds needed to be put aside with regards to Community Share pay back.

RESOLVED:- to note the reports.

6 Proposed Budget 2018

Mr Mellings presented the proposed budget that had been agreed by the committee in November and said that next year is expected to be the tightest financially to date as the County Council grant would no longer be received. Oil prices were also rising and it was suggested changing fuel delivery. The Town Clerk queried what grants had been applied for and suggested applying to local Parish Councils for financial support by January 2018 before their budget for the year was set.

RESOLVED:- to note the reports.

7 Extension Project

- a) Progress Report - it was reported that the lease and financial issues had been resolved that it was hoped to make a start on the extension in the new year and it was thought possible to complete the build in a 3 month time period.

8 Information/Other Matters

Date of next meeting to be confirmed (March 2018).

Chairman.....

