

Notes of a Meeting of Wem Swimming & Lifestyle Centre Liaison Group held on Wednesday 21<sup>st</sup> January 2026 at 14.30 in the Town Council Meeting Room, Wem Library

Present:- Cllrs P Broomhall (Chairman), L Gilchrist, G Soul, D Hill.  
 WSLC - E Towers, M Adkins,  
 K Creagh L Redmond – Manager and Deputy.

Mrs P O'Hagan (Town Clerk)

- 1 Apologies for absence** – To receive apologies for absence  
 Apologies were received from I Jamieson, P Johnson
- 2 Disclosable Pecuniary Interests** – To receive any disclosable pecuniary interests - None received.
- 3 Minutes** – To approve as a correct record the notes of a meeting of this Group held on 15.10.25.

**RESOLVED:- to approve the notes of the group meeting held on 15.10.25 which were duly signed by the chairman as a true record.**

- 4 Action Plan** - to discuss progress on the action plan including the following matters  
 It was agreed that the action plan can be shortened with completed actions removed.  
 a) Replacement boiler – The Centre manager explained that a replacement oil boiler would cost in the region of £50,000 + Vat. A discussion took place on this item and it was explained that the aspiration of the board would be to install an air source heat pump to replace the oiler boiler and they were actively considering how to fund this.  
 The cost of a replacement air handling unit is still to be established however it is anticipated that it would cost over £100,000.

**AGREED that**

- **The Board would create an action plan complete with costings and timescales for the replacement of oil boiler and air handling unit as part of a review of the current business plan. A draft of the business plan would then be presented to the next Liaison Group Meeting.**
- **Directors will carry out 6 monthly inspections of tell tales as per the action plan.**

b) Liner monitoring – This is outstanding and the Centre Manager reported that they were unable to take photos.

**AGREED that Cllr Gilchrist would liaise with the Centre Manager to discuss the monitoring.**

**5 Maintenance Responsibilities under the terms of the lease – for update on meeting held between Town Councillors on the Liaison Group and Ian Jamieson on 19.12.25 .**

A discussion took place on this and Ian was thanked for all his work on this project. It was explained that the Centre Manager has identified the replacement of tiles along the side of the pool to be a priority for 2026-27 maintenance budget

**AGREED that**

- **the Liaison Group recommend that the Town Council accept the repair and maintenance responsibilities of both Wem Swimming and Lifestyle Centre (tenants) and Wem Town Council (owners) under the terms of the lease as defined in Appendix A of the notes.**
- **Directors would identify other maintenance priorities and raise them for consideration at future meetings the Liaison Group.**

**6 Reports – To receive the following reports**

**a) Centre Manager –** The Centre Manager explained that whilst the staffing situation is good more staff are needed cover during daytime shifts. Swimming lessons are going well and they have picked up some customers from Whitchurch area as Wem is a warmer pool.

The Centre Manager left the meeting at 15.05

**b) WSLC Board Report –** Cllr Towers presented the December usage figures, he reported that they were still in need of a secretary for the board and recruitment of a suitable person was underway. In addition to this a replacement treasurer was needed.

**c) Financial Report –** In the absence of the Treasurer Cllr Towers presented the report. He explained that the draft year end position was showing that the centre had made a £26,000 loss at the end of financial year was 31.12.25. However significant savings had been made and further were being identified. In addition the electricity bills would be reduced once the solar panels were up and running. An insurance and compensation claim were also underway following the fire that caused the centre to close.

**AGREED that in light of the loss directors would review the financial reserves position and report back on a reserves strategy to the next meeting of the group.**

Cllr Soul left the meeting at 15.19

**7 2026-27 Town Council Contribution – to discuss the Town Council Governance to be provided alongside the 2026-27 contribution.**

A discussion took place on this item and it was reported that The Town Council had agreed to increase its contribution to the pool to £75,000 for the financial year 2026-27.

In addition to this the Town Council has agreed that it would also provide time limited staff support for Director's meetings and that the form and length of

this support would be considered at the February meeting of the Town Council.

**AGREED that Cllr Towers and Cllr Broomhall would meet with Mandy Roberts in the next month to discuss the support that could be offered and a report would be considered at the February Town Council.**

**8 Information/Other Matters**

The Deputy Manager explained that the recent crowd funding project to convert the two former staff rooms at the centre into one room for use by instructors and as a training hub had been successful. It was explained that drawings were to be drawn up for the works and these would be presented to the next Town Council meeting for consideration.

**AGREED that this matter would be placed on the next Town Council meeting agenda for consideration.**

**9 Date, time of future meetings – to note**

**AGREED that the next meeting of the group would be on 22.4.26 at 14.00.**

Meeting ended 15.34

Chairman.....

Agreement on Repair and Maintenance Responsibilities under the lease held between Wem Town Council and WSLC as agreed .....

	Replacement repair WTC	Replacement repair WSLC	Maintenance WTC	Maintenance WSLC	Comment
<b>Building Structure</b>	<b>X</b>		<b>X</b>		Includes all structural elements - Gym extension to be included as part of the building
<b>Building Envelope</b>					
Main Roof	<b>X</b>		<b>X</b>		Roof covering replaced and insulated 2024, Guarantee in place
Gym Roof	<b>X</b>		<b>X</b>		Corrugated insulated steel roof cladding, leak issue at junction with main roof now resolved by works to main roof
Spectator area roof	<b>X</b>		<b>X</b>		Twin wall translucent polycarbonate roof
External walls: Brickwork Blockwork Cavity walls	<b>X</b>		<b>X</b>		Insulation in original unknown
External wall cladding	<b>X</b>		<b>X</b>		Upvc cladding
Internal walls structure	<b>X</b>			<b>X</b>	
Windows	<b>X</b>			<b>X</b>	Generally aluminium double glazed
Windows Spectator area	<b>X</b>			<b>X</b>	Upvc
External Doors	<b>X</b>			<b>X</b>	Main entrance door, Escape doors from spectator area
Internal Doors		<b>X</b>		<b>X</b>	Fire doors, decoration Ironmongery wear and tear
Floor Structure	<b>X</b>				
Pool Basin	<b>X</b>				
<b>Internal Finishes</b>					
Pool liner	<b>X</b>			<b>X</b>	
Floor tiling	<b>X</b>			<b>X</b>	
Carpet		<b>X</b>		<b>X</b>	
Vinyl Floor finish		<b>X</b>		<b>X</b>	Vinyl floor to changing rooms installed by WSLC
Plasterwork	<b>X</b>			<b>X</b>	The plasterwork to the pool hall between changing room and pool is not the best it has been patched during decoration but may need remedial work in the future
Suspended ceilings		<b>X</b>		<b>X</b>	WSLC have purchased tiles to replace any damaged due to W&T and alterations
Decoration		<b>X</b>		<b>X</b>	Internal decoration programme of scheduled redecoration to be prepared
<b>Fixtures and fittings</b>					
Reception Desk		<b>X</b>		<b>X</b>	
Benches		<b>X</b>		<b>X</b>	
Cubicles		<b>X</b>		<b>X</b>	Replaced by WSLC
Lockers		<b>X</b>		<b>X</b>	Provided by WSLC
Sanitaryware		<b>X</b>		<b>X</b>	
Pool steps and rails	<b>X</b>			<b>X</b>	
Cubicle curtains		<b>X</b>		<b>X</b>	Consumable item
<b>Loose equipment and furniture</b>					
Pool cover		<b>X</b>		<b>X</b>	
Loose furniture		<b>X</b>		<b>X</b>	
Notice boards		<b>X</b>		<b>X</b>	
Gym equipment		<b>X</b>		<b>X</b>	
<b>Plant and Services</b>					
PV solar panels	<b>X</b>				

Oil tank and oil supply lines	<b>X</b>		<b>X</b>	
Boiler	<b>X</b>		<b>X</b>	
Pumps, valves pipework	<b>X</b>		<b>X</b>	
Filtration	<b>X</b>			<b>X</b>
CO2 installation	<b>X</b>			<b>X</b>
Certikin salt chlorinator treatment unit	<b>X</b>			<b>X</b>
Hot water calorifier and hot water pipework	<b>X</b>			<b>X</b>
Showers		<b>X</b>		<b>X</b>
AHU	<b>X</b>			<b>X</b>
Ductwork	<b>X</b>			<b>X</b>
Mechanical Controls	<b>X</b>			<b>X</b>
A/C units in Gym	<b>X</b>			<b>X</b>
Cold water supplies	<b>X</b>			<b>X</b>
Electrical installation; small power and lighting	<b>X</b>			<b>X</b>
Fire alarm; Emergency lighting	<b>X</b>			<b>X</b>
Data		<b>X</b>		<b>X</b>
Drainage above ground		<b>X</b>		<b>X</b>
Drainage below ground	<b>X</b>		<b>X</b>	
<b>Externals</b>				
Fences	<b>X</b>		<b>X</b>	
Gates	<b>X</b>		<b>X</b>	
Pavings	<b>X</b>		<b>X</b>	
Soft landscaping	<b>X</b>		<b>X</b>	
External storage		<b>X</b>		<b>X</b>
Chemical store Shed				
<b>Testing and Service inspections</b>				
Legionella				<b>X</b>
Asbestos				<b>X</b>
EPC			<b>X</b>	Next due 2029
Environmental inspection				<b>X</b>
Electrics				<b>X</b>
Emergency lighting				<b>X</b>
Fire Alarm				<b>X</b>
PAT testing				<b>X</b>
Boiler				<b>X</b>
AHU				<b>X</b>
A/C				<b>X</b>
Health and Safety				<b>X</b>
Chemicals				<b>X</b>
Fire extinguishers etc				<b>X</b>