

Minutes of a Meeting of Wem Swimming & Lifestyle Centre Liaison Group held on Wednesday 7th December 2016 at 10 a.m. in the Eckford Suite, Edinburgh House, New Street, Wem.

Present:- Cllr Mrs R Dodd (Chairman), Cllr Murray, Cllr Broomhall, Cllr Boddy and Mrs P O'Hagan (Town Clerk).

C Mellings and N Parker (Manager), M Adkins, R Chadwick Wem Swimming & Lifestyle Centre.

- 1 **Apologies for absence** – To receive apologies for absence.
RESOLVED:- to accept the following apologies for absence, Cllr Towers and Cllr Moyse.

Absent I. Jamieson
- 2 **Disclosable Pecuniary Interests** – To receive any Disclosable Pecuniary Interests – none received.
- 3 **Minutes** – To approve as a correct record the minutes of a meeting of this Group held on 17 October 2016.

RESOLVED:- to approve the minutes of the meeting of 17th October 2016 and they were duly signed as a true record.
- 4 **Progress Report on matters raised at previous meetings**
 - a) Lease – Awaiting production of lease for signing.
 - b) Showers – New showers installed, WS&LC to update on current situation – the showers have been installed however the length of time that they run for is to be reduced and this should solve the problem
 - c) Exercise Classes – No update item to be removed from agenda until further notice.
 - d) Grant Applications – It was reported that a new grant programme from Sport England will be launched in the New Year and hopefully the committee will apply for a grant from this funding stream. In addition to this the committee are also exploring other fund raising options.
 - f) Business Plan/Gym Plan/Sports Plan - Mr Adkins reported that this has been completed.
 - g) Advertising – It was reported that the next phase of advertising would be when the new gym was in place. However the timetables for the new year would be circulated soon for promotion.
RESOLVED:- to note the reports.
- 5 **Major Infrastructure Works**
 - a) To discuss filter replacement and to consider any quotes received for works (deferred from October meeting).
It was reported that 2 quotes for supply and installation of new filters in the pump room work had been received and that a third was awaited. A discussion took place on the quotes received along with the need to purchase a chlorine dosing unit which would also be stored in the plant room.

RESOLVED;- to the Pool manager request quotes for the supply and installation of a chlorine dosing unit in addition to quotes for the supply and installation of the new filters.

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

a) Centre Manager.

Mr Parker reported on progress with regard to identifying customers who had not renewed membership. A discussion took place on methods to ensure that membership cards are not being used fraudulently. It was also reported that staff would be undertaking a deep clean of the pool and changing rooms over the Christmas period.

RESOLVED;- to note the report.

b) WSLC Board Report

It was reported that an action plan has been devised to look at the activities and maintenance plans for the pool. Mr Adkins stated that now the business plan has been developed the committee had plans to approach local companies and trusts to see whether they would be able to donate any funds towards the development of the new gym.

RESOLVED;- to note the report.

c) Financial Report (Consolidated Financial Statement to 30th October 2016, Cash Flow Statement October 2016 & Income Analysis as at 30th October 2016). Chris Mellings presented the financial report and he reported that it was anticipated that there may be a deficit for December as this was a month when user numbers are traditionally lower.

RESOLVED;- to note the report.

7 **Proposed Budget 2017**

Chris Mellings presented the proposed budget that had been agreed by the committee in November. It was reported that the staff budget has had to be increased due to the need for a duty manager to cover for managers during periods of annual leave. In addition to this the increased budget will give more flexibility for staffing during busy periods especially at the beginning of term when swimming lessons need paying for.

RESOLVED;- to note the report.

8 **To discuss the possibility of WS&LC Ltd obtaining a loan from Wem Town Council to support the new extension project.**

Mr Mellings requested that in order to progress the new gym extension quicker it had been suggested that the Town Council could be asked to grant a loan to WSLC from the Bulmer Cottage Fund. A discussion took place on this item and concerns were raised over future problems that could develop if WSLC were to own part of the building with the Town Council owning the bulk of the building. It was suggested that a better way would be for the Town Council to undertake the extension subject with a contribution from the Town Council and the bulk of funds being raised by WSLC through grants and fundraising therefore maintaining ownership of the entire building with the Town Council.

RESOLVED:- to recommend that the Town Council consider the following course of action in relation to building of the extension.

- Subject to sufficient funds being raised by WSLC and transferred to the Town Council. The Town Council will undertake the procurement and project management process for the new extension in line with the Town Council's financial regulations.
- That the Town Council will contribute £40,000 from the Bulmer Cottage Fund towards the funding of the new extension.
- That £5000 is held back from future annual contributions from the Town Council to WSLC over a 10 year period in order to return the reserves used for the extension to the Bulmer Cottage Fund.

9 Information/Other Matters –

Next meeting - **RESOLVED**:- to set the next meeting as Wednesday 8th February 2017 at 10.00

Chairman