

Jubilee High SchoolRunnymede Borough CouncilABBEY FIT JOINT MANAGEMENT COMMITTEE19 October 2004 at 7.30 p.m.Members present:

Councillor Ms C.M. Simmons (Chairman)	Runnymede Borough Council
Mr. A. Waite (Vice-Chairman)	Foundation Governor, Jubilee High School
Councillor Mrs C.E. Gant	Runnymede Borough Council
Mr. R. Woolf	Acting Principal, Jubilee High School
Councillor G.B. Woodger	Runnymede Borough Council

The following attended in an advisory/observers capacity:

Mr R. Brent	Nord Anglia
Mr M. Brough	Sports Centre Manager
Mr R. Fleming	Head of Leisure Services, Runnymede Borough Council
Mr N De Laune	Head of PE, Jubilee High School

ACTION1. ELECTION OF VICE-CHAIRMAN

Miss E. McGinn having given notice of her resignation as a Foundation Governor representative, the Committee elected Mr A. Waite as Vice-Chairman to hold office until the June 2005 meeting of the JMC.

2. MINUTES

The Minutes of the meeting held on 1 June 2004 were confirmed and signed as a correct record.

3. REPORT OF THE ACTING SCHOOL PRINCIPAL

Mr Woolf, the Acting Principal, commenced his report by expressing the appreciation of the pupils, staff and parents for the Sports Centre facilities from which the school benefited. The health and fitness gym extension project - referred to in more detail later in the meeting - was already serving as a useful marketing tool for the school and complemented its modernising agenda.

The school had now assumed project management responsibility for its own construction project, concerning the proposed library, theatre and learning resource centre, from Nord Anglia. Mansell Construction Services were likely to be appointed as the contractors for the scheme, but the school was still in discussions with the company regarding both the start date and costings. Work on site was now expected to commence in November. Upon completion of the project the theatre could be made available for use by the wider community at times when it was not required by the school. The facilities had been designed to be sufficiently flexible to accommodate conference and training sessions.

School to  
action

## ACTION

On behalf of the Council, Mr Fleming requested that the school arrange the annual maintenance inspection of the swimming pool as early in the new year as possible. The pool was at the end of its design life and was likely to require major structural repairs within 5 years. It was important that the Council was informed in good time as to whether the school would be able to meet the cost of any works identified in the survey and open the pool for the summer season. The Council would not itself be able to fully fund any remedial works on the facility, which would be outside the scope of the new dual use agreement.

#### 4. SPORTS CENTRE MANAGER'S REPORT

##### i) Income/Expenditure Performance

The Committee received details of the financial performance for the period to 30 September 2004, as attached at Annex '1'. Bookings for the main hall and gym remained reasonably buoyant, but generally income levels were below expectation, despite the budget having already been profiled to take account of the disruption caused by the fitness suite extension project. This was partly attributable to reductions in fitness suite takings and memberships, which reflected the uncertainties arising from the extension scheme.

Officers were examining means of enhancing the income flow but it was unlikely that substantial improvements could be achieved until the building works were completed. It was likely that the fitness suite would be relocated to a squash court for the duration of the works, which would further affect income. The Committee noted that some expenditure might be required on temporary measures, such as a protective cover for the floor of the squash court.

##### ii) Membership Performance

The Committee noted that membership at the end of August stood at 310. All of the memberships were now on a pro rata basis pending the completion of the fitness suite development. A target of 800 members had been set for the refurbished facility, although the recruitment campaign would not commence until the works were close to completion.

Paul French to  
action

##### iii) Marketing

Advertising had recently been undertaken to promote the pool, aerobics classes and children's activities. A number of enquiries had resulted and the aerobics classes had experienced a steady increase in participation since the end of the summer holidays.

Meanwhile a detailed Marketing Plan was being written for pre and post development of the Centre with a focus on membership and fitness facilities and classes. Customer information on activities was being changed to a more user friendly format and banded into appropriate groups, such as children's activities. A customer comment card had also been introduced to help measure customer satisfaction with the Centre and its services.

Members agreed that marketing activities should, in future, be separately indicated in the budget and financial monitoring information.

Mark Brough to  
action

iv) Programming and Activities

a) Swimming Pool

It was noted that following a good start in June and July, there had been a decline in the number of swimmers who attended in August, partly because of the weather. Overall, the numbers attending were substantially down on the previous year.

b) Exercise Classes

Due to popular demand, a new yoga class had started on Saturday mornings. Although numbers were small it was hoped that this would improve. All other aerobic classes were doing well, with numbers remaining steady over the quieter summer months. The Monday and Tuesday classes had seen a noticeable increase in numbers since the start of the new school term.

c) Children's Activities

The Committee was informed that the Saturday morning badminton had enjoyed an encouraging start with 25 young people on the register. Sunday morning acro-gymnastics had also seen a big increase in numbers since the closure of another local club. The re-modelled Saturday afternoon activity session was still running and since the beginning of September the numbers were steadily increasing.

More courses were planned to help improve income and attendance such as football skills in partnership with Fulham Football Club, Short Tennis and Trampolining. It was hoped to introduce a teen fitness course for 13 – 16 year olds in the fitness suite in the near future.

v) Repairs, Improvements and Maintenance

The Committee noted that an accumulation of dirt and mildew was causing the all weather courts to be slippery in wet conditions. This had already prompted the resident netball team to relocate to another venue. Officers were investigating short term solutions such as jet washing, or power washing and the application of a polyurethane surface coating to enhance grip and prolong the courts life. Manual cleaning, although effective, would be labour intensive and thus expensive. Consideration would be given to the most cost effective option. Some degree of maintenance would be required in the future to retain custom, whether this be a renewed and level surface or a patch up and repainting.

Changing room check sheets were to be introduced to the changing areas at the end of October. The cleaning generally had improved since the issue of the daily report book, although there remained some confusion over the exact nature of the cleaner's duties.

5. ABBEY FIT EXTENSION PROJECT

The Committee received details of progress with the health and fitness gym extension project. It was noted that negotiations had taken place with Mansell Construction Services, who were already working on site for the school, in order to try and arrive at an acceptable value for money price for the contract. The costings submitted by the company had, however, been substantially in excess of the budgeted sum, and it had been necessary to put the work out to a more traditional competitive tender. The short list of large and medium sized contractors invited to bid included Mansells. Tenders were due for return within four weeks.

The exact timescale for completion of the project would be dependent on the programme submitted by the successful contractor. Assuming the winning tender was within budgetary provision, work was likely to start on site in January 2005 with the extension opening to the public by early September at the latest. If, however, the budget proved to be insufficient, the Council's Corporate Management Committee would need to consider whether supplementary capital provision would be made. In view of the financial constraints facing the Council, no guarantees could be given as to whether the project would proceed in this eventuality. It was, however, recognised that the investment in the sports centre facilities was likely to improve income, thereby directly contributing to a betterment in the Authority's revenue position. There was some scope for negotiation with the successful contractor to establish whether the specification could be modified to bring the price within budget if necessary, although the footprint of the development could not be greatly reduced without adversely affecting the potential income.

It was anticipated that the centre would be able to remain open for the duration of the works, with the only areas affected being the fitness suite itself, the squash court to which it was likely to be temporarily relocated and the bar and entrance foyer. The bidding contractors had been asked to submit design solutions to this end, including the temporary reconfiguration of the entrance area. Safety measures would include the fencing of the swimming pool.

The Committee noted that the refurbishment of the bar did not include provision for a food preparation area, although it was hoped that chilled sandwiches and snacks could be made available. There was also the potential to buy in sandwiches supplied by the school's catering staff.

6. OTHER BUSINESS

Mr De Laune reported that the school's bid to the New Opportunities Fund in respect of the refurbishment of the changing rooms had now reached the second stage in the application process.

7. DATE OF NEXT MEETING

Members noted that the next meeting of the Committee was due to take place at 7.30 p.m. on Tuesday, 22 February 2005 at Jubilee High School, Addlestone.

Chairman

## ABBEYFIT SPORTS CENTRE

### ACTUALS FOR THE PERIOD ENDING 30th September 2004

<b>EXPENDITURE</b>	<b>Current Budget £</b>	<b>Profiled Budget £</b>	<b>Actual for Period £</b>
<b><u>Employees</u></b>			
Salaries and Wages	138,100	71,300	71,300
Training and Recruitment	2,100	1,000	710
<b><u>Premises Related Expenses</u></b>			
Building Maintenance	61,300	1,700	1,962
Fuel, Light and Water	9,800	1,600	1,800
Rates and Insurance	16,900	0	0
Cleaning Costs	13,300	400	0
Grounds & Swimming Pool Expenses	6,000	1,000	1,288
<b><u>Transport Related Expenditure</u></b>			
Travelling and Subsistence	1,100	600	550
<b><u>Supplies and Services</u></b>			
Furniture & Equipment	8,000	3,800	608
Bar & Catering Expenses	18,000	9,000	7,086
General Office Expenses	11,300	5,700	4,462
Communication and Computing	7,800	6,300	6,545
Other Services & Expenses	5,700	2,800	1,790
Public Liability Insurance	700	700	699
<b><u>Support Services</u></b>			
Financial Services	13,500	7,000	7,000
IT Recharges	6,900	3,400	4,400
Personnel Services	3,400	1,700	1,700
Legal and Admin Services	2,200	1,100	1,100
Leisure Services	5,500	2,800	2,800
Technical Support Services	2,900	1,500	1,500
<b><u>Capital Charges</u></b>			
Capital Charges	15,300	0	0
<b>Gross Expenditure</b>	<b>349,800</b>	<b>123,400</b>	<b>117,300</b>
<b><u>INCOME</u></b>			
<b><u>Fees and Charges</u></b>			
Bar & Catering	34,300	16,100	11,681
Membership	13,000	6,100	3,923
Main Hall	41,700	19,600	19,358
Squash	9,900	4,700	3,962
Fitness Suite	15,500	7,300	5,544
Gymnasium	27,200	12,800	11,531
All Weather & Grass Pitches	15,600	7,300	6,593
Swimming	7,800	6,500	3,855
Other Income	4,400	2,100	1,255
<b>Gross Income</b>	<b>169,400</b>	<b>82,500</b>	<b>67,702</b>
<b>Net Expenditure</b>	<b>180,400</b>	<b>40,900</b>	<b>49,598</b>

### NOTES

Please note that this statement represents the costs incurred by Runnymede Borough Council only. The costs retained by the School are not incorporated in these figures.

The figures do not include any proportions of expenditure incurred by the school for the period.