

Temple Quay Health and Fitness Association Gym Committee

Minutes of meeting held on 17th October 2012

Attendees: Ian Elliott (Chair)
Colin Bird
Colin Bligh
Mark Boulton
Lesley Chandler
Aggie Lewis-Jones
Andy Lumber
Laura Nicholas

1. **Apologies:** Alan Nettey Actions
Reference
2. **Minutes of 5th July 2012 meeting & matters arising.**
 - 2.1 The minutes were agreed.
 - 2.2 Liaison with CSSC re outstanding invoice: Invoice had been received and paid on 7th Sept.
Quarterly equipment service review: Colin BI had investigated costs/options. Inclusion of a quarterly visual inspection would reduced the annual service cost from £490 to £350 (excluding parts & VAT), although the supplier suggested that our equipment isn't very heavily used, and only minor repairs are required at the annual service. Ob balance, there seemed to be little benefit in carrying out additional visual service reviews, and the committee agree to continue with just the annual service.
Timing for gym fans: Colin BI had contacted TQRFM, and the fans now appear to be operating correcting (i.e. after 6pm for a short period).
3. **Treasurer Report**
 - 3.1 Andy provided the latest figures:
Bank account as at 5th Oct: £13,438.24, with a further £1,050 deposited on 9th Oct.
Regarding the equipment sourced from Natural England, Andy has made an initial payment following receipt of the first invoice (£1242.87), and will report the outstanding balance at the next meeting
Andy reported that there has been a steady stream of new members and that there are currently about 170 members.
4. **Gym insurance**
 - 4.1 The current insurance brokers charge an additional £50 admin fee on top of the insurance premium (approx £990). It was agreed that, although this isn't a problem (in view of our healthy budget position), alternative providers could be investigated to see if we can get better value. It may also be a good opportunity to review the policy/cover requirements. The renewal is due at end May.
Action: Colin Bi suggested that he may be able to pick this up in March/April. Lesley to retain on agenda for next meeting (Jan) Colin Bird
Lesley
5. **New/existing members' induction/fitness advice**
 - 5.1 Andy reported that sessions had continued to be popular, with regular visits taking place.

6. Equipment update (repairs etc)

6.1 Colin BI reported that no repairs had been required since the last meeting.

Mirrors: The request for a single mirror, to replace the 'joined' mirrors was discussed & agreed (subject to costs). **Action:** Colin Bird to get quote for suitable mirror & ensure TQRFM content to fit. Colin Bird

Space for free weights: It was mentioned that the space available for use of the free weights is cramped. In discussion, we agreed to remove the table near the door (wipes to go on top of the water cooler) & move the LAT equipment over (towards the door) slightly. **Action:** Colin Bligh to take forward, including liaising with Richard Ratcliffe to move the equipment. Colin Bligh

Equipment for forearm exercises: The lack of equipment for forearm exercises was raised & it was agreed that purchase of a small item of equipment should be purchased (subject to cost). **Action:** Colin Bird to take forward. Colin Bird

Posters for stretches: It was agreed that some new posters, particularly advising on stretches, would be a good idea, particularly as the posters etc had not been refreshed for some time. **Action:** Colin Bird to take forward. Colin Bird

7. Provision of Bottled Water in Gym

7.1 Ian reported that the provision of bottled water would continue for the next 6 months, as it is part of the current FM contract which expires end March 2013. **Action:** Ian to find out (from PINS Estates) the arrangements under the new contract. Ian Elliott

8 AOB & Date of next meeting

8.1 Concerns about the cleanliness of the gym were raised, and there was uncertainty about whether the current cleaning contract includes a periodic 'deep clean' (including wipe down of equipment). If not, then an option is for the committee to arrange a full clean privately. **Action:** Ian to check the current agreement with PINS Estates & raise with TQRFM if necessary Ian

8.2 Date of next committee meeting: Lesley to arrange for Jan 2013. Lesley
Lesley Chandler, Oct 2012 Lesley