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Minutes of the meeting of the **Contracts Sub-Committee** held on **3 October 2001** when there were present:-

Cllr Mrs J Helson (Chairman)  
Cllr A Hosking

Cllr M G B Starke  
Cllr P F A Webster

### **OFFICERS PRESENT**

R Crofts	Corporate Director (Finance & External Services)
J Bourne	Leisure & Contracts Manager
Miss E McIlwaine	Leisure Client Officer
Mrs M Martin	Committee Administrator

### **115 MINUTES**

The Minutes of the Meeting held on 21 August 2001 were approved as a correct record and signed by the Chairman.

### **EXCLUSION OF THE PRESS AND PUBLIC**

#### **Resolved**

That the press and public be excluded from the meeting for the remaining business on the grounds that exempt information as defined in paragraph 9 of Part 1 of the Schedule 12A of the Local Government Act 1972 would be disclosed.

### **116 CASTLE HALL OPERATIONAL COSTS**

The Sub-Committee received the exempt report of the Corporate Director (Finance & External Services) which provided Members with a breakdown of the costs currently incurred in relation to the running of Castle Hall Community Centre and an estimate of the income that is generated through bookings by Leisure Connection. In noting the contents, the following points were noted:-

- estimated figures would be obtained from the current Leisure contractor relating to the costs listed in section 3.3 of the report. These details would be forwarded to Members
- the expenditure for insurance is particularly low as this is part of a larger policy covering all Leisure buildings. (CD(F&ES))

### **117 LEISURE CONTRACT – SITE VISITS**

The Sub-Committee considered the exempt report of the Corporate Director (Finance & External Services) which informed Members of the proposed visits to a selection of sites operated by the shortlisted Leisure Contractors and requested that dates for such visits be agreed. This forms part of the overall evaluation process.

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Members noted that one of the contractors originally shortlisted had since withdrawn their interest, but the remaining four were showing considerable interest in tendering for the contract.

In response to Member questions relating to the site visits, the following was confirmed:-

- Members would be able to speak with the Management, staff and customers at the various sites.
- Members would also have the opportunity to speak separately with the responsible Leisure Officers from the relevant local authorities and where possible a local Councillor.
- Officers would provide a feedback sheet prior to the site visits, which would assist the evaluation process.
- Officers would request whether relevant literature from the leisure facilities to be visited could be supplied prior to the visits taking place.

The preferred dates for the site visits were agreed by Members and Officers.

**Recommended**

- (1) That the sites detailed in Section 3 of the exempt report be visited.
- (2) That dates for the visits be chosen from the preferred dates of 30 October, 5, 12 and 23 November. (CD(F&ES))

The meeting commenced at 10 am and finished at 10.45 am

Chairman .....

Date .....