

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN
ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY, 1ST FEBRUARY 2017
AT 7.30 PM**

Those present:

- Chairman** Cllr Mrs A Haywood
- Councillors** Cllr E Knibb Cllr J MacDonald
Cllr Mrs P Allen
Cllr Mrs R Shaikh
- Officers:** Mrs. D Weir, Acting Clerk to the Council
Mrs T Kite, Hall Manager
- Public** 2

1. Apologies.

Apologies received and accepted from Cllr Cupples, Cllr Shaw, Cllr Rashid and Cllr Ms Ward.

2. Declarations of pecuniary or conflict of interests.

None Declared.

3. Dispensations.

None requested.

4. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr J MacDonald, **SECONDED** by Cllr E Knibb, **IT WAS UNANIMOUSLY RESOLVED:** that the Minutes of the Meetings held on Wednesday, 4th January 2017, having been circulated, be signed as a true and correct record of the Meeting.

5. Questions from Councillors.

Cllr Mrs Allen asked the Hall Manager if she had received any enquiries from anyone wanting to hire the hall for a New Year's Eve Event. The Hall Manager confirmed she had received no enquiries.

6. Questions from the Public.

Mr Beebee advised that he was aware NHS were using Arden Hall on New Year's Eve to take blood from blood donors. The Hall Manager advised that this had been a late booking as NHS had been let down with another venue and Arden Hall was free. Following further issues raised, the Chairman advised that the Events Working Party would consider and review the Council's policy for New Year's Eve events.

7. Hall Manager's Report.

Mrs T Kite, Hall Manager, presented her report. She advised that the Theatre Group had recently held their pantomime and a complaint had been made about the back stage facilities. The Hall Manager advised that she had a quotation for the toilets. The Chairman asked the Hall Manager to obtain further quotations.

The Chairman advised members that she considered the Committee should look at what work needed doing at Arden Hall. Members noted that another local group were looking at the possibility of hiring the Pavilion on a weekly basis. The Fire Alarm inspection had been carried out and work identified to be undertaken by the electrician. One of the Wardens was still on sick leave. The plumber had been called out to attend to a leak which had impacted on the Arden Hall Office floor. This had been dealt with and once the floor dried out in the office, new tiles would be fitted.

The light fitting in the changing rooms needed replacing and 3 quotations had

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previously been obtained.

8. Bar Stock Report.

Members noted the report and trading analysis and that the next stockcheck would be the full stockcheck and that it would be undertaken towards the end of February. The Hall Manager referred members to a manual adjustment on the stock take figures, which may show up on the stockcheck, for cash taken after the till had been closed.

9. Arden Hall.

- a) Refurbishment of Arden Hall – Members noted quotations were awaited.
- b) Card Payment Scheme - The Acting Clerk had requested further information and this was awaited.

10. Replacement Garages.

- a) Members noted that the garages had been installed. The Chairman advised that a snagging meeting would take place to which all members were welcome to attend.
- b) Members considered provision of shelving/lighting for the interior of the Council's garage. The Chairman advised that this could be considered further at the snagging meeting.

11. ROSPA Play Inspection Report.

- a) Survey re Play Equipment

In response to a query raised by a member of the public, the Chairman confirmed that the play equipment was to replace items of equipment in the existing children's play area in the park. A questionnaire was to be sent to local schools, for distribution to children to ask for their views on what equipment they would like to see in the park.

- b) Grant Funding – Cllr Knibb to report.

Cllr Knibb confirmed that grant funding was available, but it would depend on what the Council wanted to do to the pavilion and playing fields.

- c) Questionnaire to Schools.

It was agreed that this item be deferred to the March Leisure Services Committee Meeting when completed questionnaires should have been returned and further consideration could be given to provision of equipment and an application for grant funding.

12. Refurbishment of Spencer Lounge Bar.

Members noted the Hall Manager and Acting Clerk had met with the contractor to discuss refurbishment of the Spencer Lounge Bar and considered the quotation available. It was agreed that this item be deferred to the March Leisure Services Committee Meeting

13. Pavilion.

- a) Kitchen – location of equipment.

Cllr Shaw reported on meetings he had attended and a copy of his report on a recent meeting regarding refurbishment of the kitchen was circulated to members. Cllr Shaw advised that he understood the proposed use did not require a kitchen to commercial specification being fitted and a copy of plans for the kitchen was awaited from the Cricket Club. The Hall Manager advised that the Football Club use the pavilion kitchen for preparing food for sale.

- b) Replacement windows and fascia, soffit and guttering.

The Acting Clerk advised that the replacement windows have been fitted, and the remaining work would be undertaken when the asbestos is removed. Cllr Knibb noted that the work could not be completed until the asbestos had been removed by a qualified contractor and although a low grade, it could well be reclassified.

- d) Fans.

The Hall Manager advised that this was in hand pending the return of the warden who

would be assisting the electrician in fitting them.

14. Council Office – quotation for porch/canopy in pvc.

This item was deferred to the March Leisure Services Committee Meeting.

15. Refurbishment of kitchens.

Cllr Mrs Allen advised that she had looked at the kitchen and considered that a deep clean was a waste of money. She proposed that quotations be obtained for a new kitchen and **ON THE PROPOSITION** of Cllr Mrs Allen **IT WAS RESOLVED:** that the Hall Manager be authorised to contact an Architect to drawn up plans for redesign of the kitchen, taking into consideration the requirement for separate storage of the equipment presently stored in the kitchen.

16. Review of Recycling bins.

Cllr Mrs Allen requested a review of the recycling bins. The Hall Manager advised that this item was deferred until after the garages had been installed and the container taken away. It was agreed that this item be deferred pending completion of the garages and removal of the storage container.

17. Noticeboards.

Members noted the request from members of the public for a noticeboard to be sited at the front of Arden Hall next to the pavement which would be easily accessible for residents to read. Cllr Knibb advised that the locks on the noticeboard at the Village Green were broken. The Chairman referred to the noticeboard at Hurst Lane which belonged to the Borough Council and **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Mrs Allen **IT WAS UNANIMOUSLY RESOLVED:** that the Acting Clerk contact Ward Cllr Richards to see if he is aware whether there is a key to the noticeboard at Hurst Lane and to enquire if the Parish Council/local community can use this noticeboard, the Acting Clerk to contact Ian Hiley to see if he could repair the locks to the noticeboard at the Village Green and the Hall Manager to obtain quotations for an appropriate size noticeboard for the front of Arden Hall.

18. Working Party Report.

The Chairman advised the report on the pavilion kitchen had been dealt with.

19. Arden Hall – Fire Doors.

This item was deferred.

20. Acting Clerk's Report.

The Acting Clerk advised that the Cricket Club had made a request to put a darts board on the wall in the pavilion under the television. It would be professionally installed and in a locked cabinet. The Club would also like to make a contribution to the painting of the interior of the pavilion and were prepared to donate paint valued at £200 in two shades of grey.

Members expressed appreciation for the donation of paint, but requested clarification as to the shades of grey and also who would be painting the pavilion, which the Cricket Club painted previously. Members noted proposals for the darts board and that these items would be on the agenda of the next Leisure Services Committee Meeting for further discussion.

The Acting Up Allowance for the Duty Manager was discussed under confidential terms in accordance with Standing Order 1.s.vii . The Chairman re-opened the meeting. Members noted the Acting Up Allowance which would be paid to the Duty Manager. There were no further matters raised and the Chairman closed the meeting at 9.10pm.