

**MINUTES OF THE MEETING OF THE  
LEISURE SERVICES COMMITTEE  
HELD IN ARDEN HALL, CASTLE BROMWICH  
ON WEDNESDAY, 1<sup>ST</sup> JUNE 2016  
AT 8.00 PM**

**Those present:**

<b>Chairman</b>	Cllr Mrs A Haywood		
<b>Councillors</b>	Cllr Mrs P Allen	Cllr K Shaw	Cllr Ms J Ward
	Cllr M Rashid	Cllr E Knibb	
<b>Officers:</b>	Mrs. D Weir, Assistant Clerk to the Council Mrs. T Kite, Hall Manager		
<b>Public:</b>	None.		

**1. Apologies**

Apologies received from Cllr J Macdonald were noted for the reasons given.

**2. Declarations of pecuniary or conflict of interests.**

None received.

**3. Dispensations.**

None requested.

**4. Minutes of the previous Meeting.**

**ON THE PROPOSITION** of Cllr MacDonald, **SECONDED BY** Cllr Mrs Allen, **IT WAS RESOLVED:** that the Minutes of the Meeting held on 4<sup>th</sup> May, 2016, having been circulated, be signed as a true and correct record of the Meeting. Cllr Ms Ward had not been present at the meeting and abstained from voting.

**5. Questions from the Public.**

None in attendance.

**6. Manager's Report.**

The Hall Manager advised that she had received a request from Bromford Lions for a storage container for their equipment. The Chairman advised that this request would need to be considered by full Council.

**Demolition of Garage – Quotation for skip's**

Discussion ensued regarding where the equipment in the garage could be stored whilst the garage was being demolished, including the possibility of storage in the Pavilion changing rooms and also the Theatre Workshop, which could be undertaken on a short term temporary basis. Cllr Shaw advised that he could commence work on the 11<sup>th</sup> June. The Hall Manager advised that there was a problem with that weekend due to the Theatre Show Week and suggested the 13<sup>th</sup> June. Cllr Shaw advised that he could arrange for free labour, but this was at weekends. He was on holiday week commencing 11<sup>th</sup> June, but he would try and change the date of his holiday. The Chairman wished to place on record her thanks on behalf of the Parish Council for Cllr Shaw undertaking this work on a voluntary basis in his own time.

Cllr Shaw advised that the Council's Asbestos Report did not cover the garage and he could arrange for Solihull MBC to undertake this for a small fee of approximately £30. If any asbestos was found this would require a Laboratory Report at a cost of £32. Members noted that volunteers undertaking work had to be provided with tools and equipment by the Parish Council and **ON THE PROPOSITION** of Cllr Rashid, **SECONDED BY** the Chairman, **IT WAS UNANIMOUSLY RESOLVED:** that an initial budget of £2,000 be approved to cover scaffolding, skips, other equipment and associated costs required with demolition of the garage. Order of recycling containers to be delayed due to proposed work being undertaken.

ACTION

Hall Mgr

**Arden Hall – Quotation - Back Door and Fire Exit Door**

ACTION

The Hall Manager reported that the double back doors into Arden Hall needed replacing. She outlined recent problems experienced during a funeral which involved an urgent call to former Cllr Hiley to see if he was able to assist.

The Hall Manager also reported on the problems with the fire exit door in the dance studio which also needed replacing and **ON THE PROPOSITION** of Cllr Rashid, **SECONDED BY** the Chairman, **IT WAS UNANIMOUSLY RESOLVED:** that the Hall Manager obtain quotations for the double back doors to be replaced and the fire exit door in the Dance Studio to be replaced within an initial budget of £5,000 acceptance of quotations to be delegated to the Hall Manager in conjunction with the Leisure Services Committee Chairman.

Hall Mgr

**Arden Hall Park – Incidents**

The Hall Manager reported on recent incidents with youths bringing off road bikes into the park. Members discussed various preventative measures and asked the Hall Manager to arrange for this to be monitored. The Hall Manager advised that the Council may need to consider additional staff. She pointed out that the Council normally employ an additional warden to be taken on during the summer months. She outlined the problems with the existing temporary vacancies for maternity cover which were difficult to fill, which left Arden Hall short staffed. She had been requesting an Additional Duty Manager for some time.

Cllr Ms Ward left the meeting.

The Chairman asked the Hall Manager to discuss what staff she would need with the Assistant Clerk. **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Mrs Allen, **IT WAS UNANIMOUSLY RESOLVED:** that the Hall Manager approach the Barman to see if he would be prepared to work additional hours and be trained up to shadow and provide additional cover for the Park.

Hall Mgr

**Storage for Hirers**

The Hall Manager advised members of the cost to purchase second hand containers plus the cost of delivery and for them to be painted green. Members considered the cost of purchase of second hand containers against the cost of two single pre fabricated garages and noted that these take 6/8 weeks for delivery from when any order is processed. The Assistant Clerk advised that payment in advance was required. Members suggested a pro forma invoice could be requested.

A number of options were discussed, and **IT WAS UNANIMOUSLY RESOLVED:** that the Hirers be advised that the garage is to be demolished within a time slot of two weeks before the end of June the contents of the garages to be stored in the Theatre Workshop and Changing Rooms, the Parish Council to purchase and erect two single pre fabricated garages, the garages to be a suitable size to store the equipment. Cllr Shaw to liaise with the Hall Manager.

Hall Mgr

**7. Bar Stock Report**

Members noted the satisfactory bar stock report and trading analysis.

**8. Roof Survey Report – Quotation**

The Hall Manager advised that she had not received any quotations for the roof. Two local companies had looked at the roof and she asked members if they wanted a like for like replacement with the asphalt taken out and covered with mineral felt. If a new roof was fitted, it would have to be done in accordance with the regulations, and new asphalt applied, which would mean the existing glazed roof lights would be lost. If new asphalt was applied, it would require specialist machinery capable of applying it. She outlined advice received from a local roofing company that the asphalt flat roof above the entrance to Arden Hall would be best covered in Alpal 3000 instead of replacing the whole roof.

The Chairman asked whether the Council were looking at what had been recommended which was recovering the flat roof above the entrance to Arden Hall or to repair the flat roof in Alpal 3000. Cllr Shaw indicated that he thought it was mineral felt and **IT WAS UNANIMOUSLY RESOLVED:** that quotations be sought to repair the roof and also to replace the roof having regard to the work identified in the Report undertaken on behalf of the Council.

ACTION

Hall Mgr

**9. Demolition of Garage – quotation for skips**

This item had been dealt with under the Hall Manager's Report.

**10. Storage for Hirers – Quotation**

This item had been dealt with under the Hall Manager's Report.

**11. Land rear of New Street, Castle Bromwich**

**IT WAS UNANIMOUSLY RESOLVED:** that this item be deferred to full Council for clarification on various issues.

**12. Arden Hall – Quotation**

This item had been dealt with under the Hall Manager's Report.

**13. Working Party Meetings**

Members noted that the next Events Working Party Meeting would be held on Thursday, 7<sup>th</sup> July.

**14. Residents' Concerns**

Members noted that a resident had queried noise from the runway and been advised who he should refer his complaint to.

The Chairman closed the meeting at 9.35pm.