

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

Those present:

Chairman	Cllr R Cupples	
Councillors	Cllr Mrs P Allen	Cllr M Strong
	Cllr K Shaw	Cllr M Strong
	Cllr M Rashid	Cllr Mrs A Ahmed
	Cllr Mrs Haywood	Cllr S Beechey
	Cllr Mrs R Shaikh	
Officers:	Mrs. D Weir	
	Mrs Y Smith	
	Mrs R Gorton	
Public	None	

1. Apologies.

Cllr E Knibb, Cllr Mrs J Ward, Cllr J MacDonald,

2. Declarations of pecuniary or conflict of interests.

Cllr Shaw – Item 8

3. Dispensations.

None requested.

4. Minutes of the previous Meeting.

This item was deferred.

5. Questions from Councillors.

Cllr Allen queried the position with regard to arrangements for a skip at the Recreation Ground to remove the rubbish and fridge freezer. The Acting Clerk advised that the previous arrangement had not materialized, however the football club had agreed to meet half the cost of a skip and this would be arranged. With regard to the window at the side of Arden Hall which had been boarded up, the Deputy Hall Manager advised she was waiting for the glazier to repair this. Cllr Shaw suggested that the Deputy Hall Manager should ask another local glazier to repair the window.

Cllr Allen advised that the panel on the Notice Board outside the pavilion was missing. The Acting Clerk advised this would be looked at and the Park Wardens had been asked to varnish the noticeboard at the Village Green.

6. Questions from the Public.

No public in attendance.

7. Old Saltleians Rugby Football Club.

The Acting Clerk informed the Committee that no response had been received from the Rugby Club regarding their request to hire the ground facilities at Arden Hall Park.

8. CCTV – Quotations.

Sapphire Business Solutions presented their report. Discussion took place following the presentation. It was agreed that other quotes should be sort on a similar basis i.e. Camera, Pavilion broadband and key fobs for main building.

9. Hall Manager's Report.

The Deputy Hall Manager gave her report which covered:

- Table of bar sales

- dates for table top sales
- External stockcheck due on 3 November
- Thanks to Lee Vernon (Bromford Lions Football Club Coach) for his assistance in removal of Travellers from the rear car park at Arden Hall (the Acting Clerk to write to Mr Vernon on behalf of the Parish Council)

10. Bar Stock Report.

The Bar Stock Report had still to be undertaken.

11. Pavilion Shower Room/toilets.

Members considered quotations for wet floor covering to the showers and toilets. It was decided to defer this item to the February meeting.

12. Arden Hall – Flooring.

The Acting Clerk reported that she had been advised that damage was being caused by some hirers using talcum powder on the Spencer Room floor. Members considered the quotation obtained to seal the floor and following further discussion with the Deputy Hall Manager **IT WAS RESOLVED:** that a) the floor be inspected and photographs taken before and after dancing classes and b) a friendly letter to be sent to hirers – Acting Clerk to prepare draft letter for next meeting

13. Hall Management and Bar Issues.

Members noted the Duty Manager had resigned. The Acting Clerk reported receipt of advice received from the Licensing Officer that the current DPS needs to relinquish the position of DPS formerly and once the relevant notice has been given to Licensing, the Parish Council have 10 days in which to appoint another DPS. The Council must have a DPS and Licensing must have the relevant consent form within the 10 day timescale and if there is no DPS outside of this period, the Council will not be able to carry on with alcohol sales or regulated entertainment.

Members discussed terms for management of the bars:

- Birch & Co to manage the bars initially for 12 months with a 6 month break period
- Birch & Co to do monthly stocktakes
- Birch & Co to take profit
- £25 fee payable for bar functions

Members noted that Birch & Co can provide someone to take on the role of DPS on a temporary basis. The Deputy Hall Manager advised that if bar management went to an external company, CORRS would remove their equipment. The Acting Clerk advised that she understood the external bar management company used CORRS and that if the Council do not have a DPS this would impact on all functions coming within 'regulated entertainment'. Cllr Shaw did not agree with payment of a fee. However, following further discussion, **IT WAS RESOLVED:-** that the Acting Clerk make appropriate arrangements for Leisure Bars to take over management of the bars as outlined above. Cllr Mrs Allen abstained from voting.

14. Roof – Arden Hall

Members noted that the leak had been rectified.

15. Recreation Ground.

- ROSPA Play Area Safety Inspection Report received
- Action required on equipment, 1 very low risk, 29 low risk, 30 medium risk, 2 high risk
- Quotes for soft floor requested
- Quote of repairs £11,000 new £62,000
- Acting Clerk to contact Cllr Knibb re funding

16. Arden Hall

a) Marketing update – two quotations had been obtained.

IT WAS RESOLVED: that this item be deferred to the February Meeting.

b) Review of Hire Charges

IT WAS RESOLVED: that the hire charges remain the same for 2018/2019.

c) Leisure Services Committee Budget 2017/2018

IT WAS RESOLVED: that a Working Party Meeting be arranged to consider the Committee's budgets for the next financial year.

17. Acting Clerk's Report.

This was given in confidential session.

The Chairman closed the meeting at 10 pm.