

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY, 4TH MAY 2016
AT 7.30 PM**

Those present:

Chairman Cllr Mrs A Haywood
Councillors Cllr Mrs P Allen Cllr K Shaw Cllr J MacDonald
 Cllr M Rashid Cllr J Riordan
Officers: Mrs. D Weir, Assistant Clerk to the Council
 Mrs. T Kite, Hall Manager
Public: None.

1. Apologies

Apologies received from Cllr E Knibb and Ms J Ward were noted for the reasons given.

2. Declarations of pecuniary or conflict of interests.

None.

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 6th April, 2016, having been circulated, be signed as a true and correct record of the Meeting. There were two abstentions.

5. Questions from the Public.

None in attendance.

6. Manager's Report.

The Hall Manager advised that the Cricket Club had requested consent for one of their members, a qualified electrician, to be able to fit an electrical socket in the store room to assist when cleaning the bar pipes and pumps. Following discussion over the issue of a certificate and insurance cover, the Hall Manager advised that the Council's insurance cover would cover the Club's electrician if he signed a form to undertake the work as a 'friend of Arden Hall'. Cllr Shaw requested information on this for work he proposed to arrange and **ON THE PROPOSITION** of Cllr Rashid, **SECONDED BY** Cllr MacDonald, **IT WAS UNANIMOUSLY RESOLVED:** that the Hall Manager make appropriate arrangements with the Cricket Club for them to fit an electrical socket subject to the Cricket Club having appropriate insurance cover and for an appropriate electrical safety certificate to be provided to the Parish Council.

The Assistant Clerk reminded members that the insurance cover provided for volunteers is in those instances where the Parish Council provides the equipment that the volunteers use, it does not cover them using their own equipment.

Cllr Riordan asked if the Council could monitor the cost of electricity. The Assistant Clerk confirmed that she would ask the Bookkeeper if he could do a breakdown for each account.

Storage for Hirers

The Hall Manager advised members that the cost to hire a container would be £18 per week plus £150 for delivery and £150 for collection.

A number of options were discussed, including rebuilding the garages once they have

ACTION

Hall Mgr
1/06

Asst Clerk
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been demolished, erecting prefabricated garages, the cricket club's offer to rebuild the garages subject to the Parish Council paying for the cost of materials and purchase of second hand containers and **IT WAS UNANIMOUSLY RESOLVED:** that the matter be deferred to the next Leisure Services Committee Meeting in order that the Hall Manager can investigate the feasibility of the Parish Council purchasing two second hand containers.

Review of Hire Issues

IT WAS UNANIMOUSLY RESOLVED: that the draft form of wording circulated for the Hire Agreement be approved.

CCTV System

The Hall Manager advised that a new system was no longer needed. When files had recently been deleted from the Council's computer, the system had been rebooted and backed up overnight, this appeared to have also backed up the CCTV system, which it seemed could be accessed remotely.

Roof Survey

Members considered the detailed survey undertaken by the Contractor which identified all the works required and recommended to be undertaken. Members considered the contents of the report. The Assistant Clerk advised that the period of time in which the work was recommended to be undertaken was from the date of the Inspection in December 2015. She also advised that if the report was re-issued to a third party within 6 months of the original report, there would be an administrative fee payable, but if the report was re-issued upon the lapse of the 6 month period, it could be only re-issued following a full re-inspection which would attract a full inspection fee.

Cllr Riordan stated that he did not consider all the work identified in the report should be undertaken due to the age of the building and the total cost that this would involve. Cllr Shaw was in agreement with this. The Chairman advised that the Council have to make the building fit for purpose and **ON THE PROPOSITION** of Cllr Mrs Haywood, **SECONDED BY** Cllr Shaw, **IT WAS UNANIMOUSLY RESOLVED:** that the only work to be undertaken was that sufficient to stop immediate water ingress where this was a problem, notwithstanding the contents of the Report, and this item be deferred to the next Leisure Services Committee Meeting to enable the Hall Manager to obtain quotations to repair or replace the lower walkway round roof as appropriate having regard to the work identified in the Report undertaken on behalf of the Council.

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Hire Incident

The Hall Manager advised that she had chased up a response from the Cricket Club the previous week, the Club had advised they were meeting the following week and would report back to the Parish Council. The Chairman advised this needed to be progressed to ensure staff were protected and in a safe environment, particularly lone workers.

Recycling Facilities

Following consideration of quotations for recycling facilities and the advice of the Hall Manager **IT WAS UNANIMOUSLY RESOLVED:** that the Hall Manager be authorised to accept the quotation provided by URM (UK) Ltd t/a Berryman's, for provision of 3 bottle banks at a cost of £25 per lift for all 3 banks on site. The banks would be emptied every four/five weeks. Appropriate signage to be displayed.

7. Bar Stock Report.

Members noted the satisfactory bar stock reports and trading analysis.

8. Grounds Maintenance Contract

Members noted that Cllr Mrs Allen and Cllr Knibb had met with the grounds maintenance contractor, together with the Assistant Clerk, to look at various issues.

Members noted that in accordance with delegated powers and consultation with the Council Chairman and Cllr Knibb, the Assistant Clerk had requested the Grounds Maintenance Contractor undertake:

- a) appropriate remedial work to the tennis courts to remove the moss on health and safety grounds prior to the tennis courts being used and
- b) returfing the goal mouths to the top pitch

The Assistant Clerk was requested to obtain further quotations for preparatory work to the rear perimeter of the ground.

9. Working Parties.

No meetings had been held.

10. Residents' Concerns.

Members noted a complaint received from a resident regarding access to her property on land rear of New Street, Castle Bromwich. The Chairman advised that the Council's Solicitor had previously been asked to provide advice as the position was complicated by other shop owners.

IT WAS RESOLVED: that a copy of the original advice by the Council's Solicitor be circulated to members, the matter to be deferred to the next Leisure Services Meeting.

Asst Clerk

11. Remembrance Day Parade

Cllr Mrs Allen requested members consider an event management company to manage the Remembrance Day Parade.

RESOLVED: that this item be deferred to the Finance & General Purposes Committee to consider.

12. Assistant Clerk's Report

The Assistant Clerk advised that the end of year pension data did not balance and she had asked a neighbouring clerk to assist. Members noted there was likely to be a fine for late submission.

Members noted ongoing problems with Unity. Cllr Knibb advised he would chase up his application as authorised user.

The Chairman advised that the request for advice re occupational health was in hand and being dealt with and a letter would shortly be sent.

The Chairman closed the meeting at 9.30 pm.