

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN
ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY, 5th APRIL 2017
AT 7.30 PM**

Those present:

Chairman Cllr Mrs A Haywood

Councillors Cllr E Knibb Cllr J MacDonald
Cllr Mrs P Allen Cllr R Cupples
Cllr M Strong Cllr M Rashid
Cllr K Shaw

Officers: Mrs. D Weir, Acting Clerk to the Council
Mrs T Kite, Hall Manager

Public: -

The Chairman welcomed, Mr Baker, Alcott Associates, to the meeting. Mr Baker was in attendance to answer any questions from members with regard to the tenders for the roof and extent of work required to be undertaken prior to the meeting commencing. He outlined how the specification was broken up into the different areas of work and how the work should be prioritized and how it was costed. He advised that the main roof had been refelted within the last 10 years and could be left, but would need doing within 5 years. This did not mean the Parish Council should not be proactive with regard to maintenance and inspections of the roof. He advised that the Council should have annual inspections and if there were any issues, the Insurers could not then say the Council have not looked after the roof and that there would be no defects invalidating warranties. With regard to a query regarding storage of equipment, he advised that the amount of storage required would be dependent on the extent of work undertaken. He advised that the contract sum includes contingencies, and any contingencies not expended under the contract would be refunded to the parish council. He explained the nature of the contract that would be used and the basis of it's terms. There would be no liquidated damages unless the Parish Council could identify actual losses that would be incurred caused by delay. The Chairman thanked Mr Baker for attending the meeting to answer member's questions. The meeting continued with the published agenda.

1. Apologies.

Apologies received and accepted from Cllrs Mrs Shaikh and J Ward.

2. Declarations of pecuniary or conflict of interests.

Cllrs Strong and Cupples declared an interest as members of the Cricket Club in items relating to Castle Bromwich Cricket Club.

3. Dispensations.

None requested.

4. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Shaw, **SECONDED** by Cllr MacDonald, **IT WAS RESOLVED:** that the Minutes of the Meetings held on Wednesday, 8th March 2017, having been circulated, be signed as a true and correct record of the Meeting. There were 4 abstentions.

5. Questions from Councillors.

A request was made for the Wardens to clear the drains by the Garden of Rest and to empty the litter bin in the Garden of Rest. Cllr Mrs Allen advised that she had spoken to Lawson Taylor about doing work at Arden Hall and she had told him to contact the Acting Clerk.

The Fire Exit Door into the Windsor Room had a broken lock. The Acting Clerk to look at a new door under the Fire Regulations if this cannot be repaired.

6. Questions from the Public.

There were no members of the public present.

The Chairman proposed that item 15 on the Agenda be brought forward for discussion and for the tenders to be discussed under Confidential Terms and this was agreed. Following discussion under confidential terms, the Chairman re-opened the meeting.

15. Roof – Arden Hall.

Following discussion of the tenders received, there were 2 proposals. The Chairman proposed acceptance of the lowest tender in the sum of £60,000 to undertake work to items 1,3, 3a and part of 4. Cllr Mrs Allen proposed the lowest tender for the total work be accepted in the sum of £90,000. Following a vote, **IT WAS RESOLVED** that the tender for the total work in the sum of £88,112.07 excl VAT from M & J Group be accepted, together with the Administration Officer's fees and CAD fees and including a sum for contingencies, which if not used, to be deducted from the contract price. This work was in accordance with the budget proposed by Full Council for the work to be undertaken. Members noted the Manufacturers guarantee only applies if the work is periodically inspected.

7. Hall Manager's Report.

Mrs T Kite, Hall Manager, presented her report and quotations she had obtained. It was agreed that further quotations be sought for refurbishment of the kitchen/toilets to be considered at the next Leisure Services Committee Meeting. The Hall Manager advised that one of the committee room windows had been smashed and had now been replaced.

8. Bar Stock Report.

A copy of the full external stockcheck report had been circulated to members. Members commented on the amount of wastage due to barrel wastage and considered that stock had been over-ordered. They also commented on the amount of stock being out of date. Members noted that the next external quarterly stockcheck would be undertaken on the 22nd May 2017.

9. Pavilion – gates/door.

a) Gates to carpark - Signage

The Acting Clerk advised that members had requested signage following a previous complaint being made by a member of the public that the carpark had been locked whilst he and his vehicle were still in the ground. The Hall Manager was unaware of the incident and it was agreed that the position be monitored by the Wardens.

b) Door to Pavilion

The Chairman had requested urgent work be carried out to the door to the Pavilion. The Hall Manager advised that she understood the Warden had rectified this. The position with regard to the door to be clarified.

10. Cricket Pitch - Outfield.

A note of the recent Working Party Meeting had been circulated to members. Cllr Cupples advised that the Working Party had met with Bromford Lions and the Grounds Maintenance Contractor and the issues regarding the cricket pitch outfield had been resolved.

11. Pavilion - Dart Board.

ON THE PROPOSITION of Cllr Shaw, **SECONDED** by Cllr Rashid, **IT WAS RESOLVED:** that consent be granted for the Cricket Club to erect a darts board inside a cupboard to be affixed to the wall in the position approved by the Council, such consent to be subject to provisions being put in place to ensure safety of people entering the pavilion through the fire door, a protective mat to be used to protect the floor. Any damage incurred to be met by the Cricket Club.

Cllrs Cupples and Strong having declared an interest did not vote.

12. Pavilion.

a) Kitchen – Proposed Works

Cllr Cupples provided a copy of an indicative plan for the kitchen for the proposed work. It was agreed that this item be deferred pending a Working Party Meeting to consider whether such a high specification was required for the kitchen, a specification for the kitchen to be provided.

b) Removal of Asbestos

The Acting Clerk advised that the contractor had been unable to complete the work due to rain, but the remaining work would be undertaken week commencing 10th April.

c) Members noted that the remaining work by the window contractor was due to be completed when the asbestos has been removed.

d) Fans – Cllr Strong explained that when the new windows had been fitted in the pavilion, the fans had been left hanging. He advised that the current extraction fans were not vented anywhere, but that operating fans were not required, just two fans in the shower rooms as there were no windows. Cllr Shaw asked if the existing fans could be refitted, Cllr Strong advised that they could possibly be reused, but this would be subject to finding the electricity supply. Cllr Strong offered to look at the extent of work required and cost. **IT WAS RESOLVED** that the Acting Clerk be delegated authority to arrange for the fans to be refitted and electrical work to be undertaken.

13. Pavilion – Internal Decoration/Building Work

a) Members considered quotations received for the building work. The Acting Clerk advised that the contractor's view was that work required to the internal walls was not due to footballers removing boots and recommended a surveyor look at the property. Whilst one quotation was more specific, it did not cover all of the work. **ON THE PROPOSAL** of Cllr Knibb, seconded by Cllr Mrs Haywood, **IT WAS RESOLVED:** that subject to satisfactory further detail being provided, the quotation provided by Richard Hawley in the sum of £8,900 be accepted, the work to be undertaken as a matter of urgency due to the condition of the internal walls. There were 3 abstentions.

b) Members considered quotations received for internal decoration of the Pavilion, utilizing the offer by the Cricket Club to provide paint. **IT WAS RESOLVED:** that the quotation provided by Haynes Painting and Decorating in the sum of £850 be accepted.

14. Replacement Garages.

Members considered the report of the Working Party Meeting. **IT WAS RESOLVED:** that Cllr Shaw liaise with Cllr Strong with regard to provision of fencing at the rear of the garages.

15. Roof – Arden Hall.

This item had been dealt with.

16. ROSPA Play Inspection Report.

a) Questionnaire to Schools – Analysis

Cllr Cupples reported on the completed questionnaires and provided an analysis of the most popular items of equipment requested.

b) Grant Funding – Cllr Knibb reported on funding available from Sports UK. He advised that equipment together with a plan, estimates and cost would be required in support of any funding application. **IT WAS RESOLVED:** that Cllr Cupples investigate sports facilities, having regard to the recreation ground being a multi sports facility, to enable further consideration to be given to an application for grant funding.

17. Refurbishment of Spencer Lounge Bar.

This item was deferred to the next Meeting.

18. Arden Hall.

a) Card Payment Scheme.

The Acting Clerk advised that the Company Representative had been in to see the Hall Manager and herself and following a discussion of various factors, which were outlined to members, they did not recommend the Council pursue this system. It was agreed that no further action be taken with regard to installation of a card payment scheme.

b) Refurbishment of kitchens.

The Hall Manager advised that she had only received one quote for the kitchen. This item was deferred pending receipt of further quotations.

c) Backstage Toilets.

The Hall Manager advised that she had only received one quote for the toilets. This item was deferred pending receipt of further quotations.

d) Fans on roof – update.

19. The Village Green.

This item was deferred.

20. Bromford Lions – Request for Storage Container.

Members noted advice received from the Borough Council's Planning Department that a metal container unit of the size proposed, on a solid base, would constitute development and thus would need planning permission. Members requested further information be provided with regard to size and proposed location of the container.

21. Acting Clerk's Report.

a) Pavilion – gates.

The Hall Manager did not see a need for signage indicating that cars remaining in the carpark after closing hours will incur a charge for release. The position regarding the time gates will be locked to be monitored.

b) Dog Walkers – Members noted a complaint regarding an incident surrounding a number of dog walkers walking together and a dog who had jumped up on a lady.

The Acting Clerk suggested that a notice could be erected, whilst dogs are allowed in the park off leads, they are under the control of their owner, who will be responsible for any damage or injury.

There were no further matters raised and the Chairman closed the meeting at 10.10pm.