

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL, CASTLE BROMWICH ON
WEDNESDAY, 5TH OCTOBER 2016
AT 7.30 PM**

Those present:

Chairman Cllr Mrs A Haywood

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

Officers: Mrs. D Weir, Acting Clerk to the Council
Mrs Rachel Gorton, Deputy Hall Manager

Public: None.

1. Apologies

The Apology from Cllr Ms Ward was accepted for the reason given.

2. Declarations of pecuniary or conflict of interests.

Cllr Cupples declared an interest in items relating to Castle Bromwich Cricket Club being a member of the Cricket Club.

3. Dispensations.

None requested.

4. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Knibb, **SECONDED** by Cllr MacDonald, **IT WAS RESOLVED:** that the Minutes of the Meetings held on 27th July 2016, having been circulated, be signed as a true and correct record of the Meeting. There were 3 abstentions. **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Rashid, **IT WAS RESOLVED:** that the Minutes of the Meeting held on 7th September 2016 having been circulated, be signed as a true and correct record of the Meeting. There were 3 abstentions.

5. Questions from Councillors.

Cllr Shaw advised that he wished to raise a question under confidential terms at the end of the meeting.

6. Assistant Hall Manager's Report

Mrs Gorton, Assistant Hall Manager presented her report. This included a report from the Mobile Warden. Members considered dog faeces issues and Cllr Rashid referred to problems in Beechcroft Road and Park Hall Crescent. It was agreed the Acting Clerk would raise the extent of dog fouling taking place in Beechcroft Road and Park Hall Crescent and to request dog fouling warning notices be erected in the area of the roads and for the notices to be attached to street furniture. Also to advise that the Parish Council would be willing to pay or contribute towards such signs, subject to agreeing the cost. Cllr Rashid raised an issue relating to the sign at Saffron Restaurant and it was agreed that the Acting Clerk would write to the Borough Council to request that the sign at Saffron Restaurant on Parkfield Drive be inspected as it was considered unsafe and a potential risk to users of the adjoining public footpath over which it hangs.

Members noted the enquiry for a potential hire 3 times a week in the Windsor Room, by a group who would use trampettes.

The Assistant Hall Manager reported that the fire door had been fitted in the York Room and the rear doors were due for delivery and installation the following week.

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The annual service on the fire alarm, extinguishers and emergency lighting had been carried out and the Assistant Hall Manager proposed to obtain quotations from other companies to ensure value for money.

The Hall Manager advised that the Windsor Room had been refurbished approximately 2 years ago, but requested consent to obtain quotations for the Windsor Room to be refreshed. The Chairman advised that the paint work was chipped and the floor required cleaning. Members also discussed heating and whether the existing heating was adequate for the size of the room. The Assistant Hall Manager advised that a survey had previously been undertaken of the building with recommendations for heating. **ON THE PROPOSITION** of the Chairman Cllr Mrs Haywood, **SECONDED** by Cllr Shaw, **IT WAS RESOLVED:** that the Assistant Hall Manager obtain quotations for the Windsor Room flooring and paintwork to be refreshed and the issue of heating be considered at the next Leisure Services Committee Meeting. The Assistant Hall Manager to check the previous review and recommendations for the heating, together with quotations obtained at the time.

AHM

AHM

Arden Park – Pavilion

The Assistant Hall Manager advised that she had spoken to the Wardens about the CCTV and requested the Committee's consent to contact the relevant contractors to have any work identified carried out. Members discussed the issues raised and it was agreed that the Assistant Hall Manager provide an update on the issues raised with CCTV and the alarm to be considered at the next Leisure Services Committee Meeting.

AHM

7. Bar Stock Report

Under confidential terms, the Chairman closed the meeting for members to consider the report from the Assistant Hall Manager. The Members considered the quotation from an external stocktaker in accordance with the Internal Auditor's recommendation that there was insufficient independence in the stocktaking process. The Assistant Hall Manager advised that she was not familiar with the Total Control Package. It was agreed that a further quotation be obtained for an external stocktaker and this item be placed on the November Leisure Services Committee Agenda for discussion.

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8. Questions from the Public.

None present.

9. Arden Hall – Refurbishment

Members noted that the Loss Adjuster had asked for a quotation for refurbishment of the Hall following the flooding. The Acting Clerk advised this had been requested and was awaited.

AC

10. Flooding to Arden Hall.

Members noted that the Loss Adjuster was waiting to receive confirmation from the Parish Council that the roof had been repaired or replaced prior to settling the claim.

11. Roof Survey Report – Quotation.

The Chairman advised that it was difficult to appreciate the extent of the work recommended to be undertaken in the Survey Report and the issues raised in the Report. It was agreed that the Acting Clerk seek a further quotation for work required to the roof.

AC

Cllr Cupples advised that a local builder who was a member of the Cricket Club could be approached for advice.

12. Replacement Garages

Members noted that the Order for the garages had been delayed as installation of the garages was dependent upon the tarmac work being undertaken. The work was

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required immediately adjoining the concrete base for the garages as the level of the tarmac adjoining the concrete base had to be lowered to 1” below the concrete base to prevent flooding of the garages.

13. Land rear of New Street, Castle Bromwich.

Members noted that a quotation had been requested for the proposed works. The Chairman confirmed that when the quotation was received, the advice from the Parish Council’s Solicitor regarding the issues raised would be considered further.

14. Pothole – Access Drive

Members noted the contents of an email from the Highways Officer advising that work required to the access drive would be arranged as a matter of urgency pending the specification and quotation for the overall work being submitted to the Parish Council.

15. Arden Hall – Back Door and Fire Exit Door

Members noted the Assistant Hall Manager’s report that the back door and fire exit door would be fitted the following week.

16. Arden Hall – Bar Refurbishment.

a) Following a report by the Chairman, Cllr Mrs Allen outlined works she felt should be undertaken as a matter of urgency to the Windsor Room Bar. She considered someone should be appointed to draw up a specification of work in order that tenders could be invited for work to be undertaken including installation of sliding doors and work to the ceiling/roof and **ON THE PROPOSITION** of the Chairman Cllr Mrs Haywood, **SECONDED** by Cllr Mrs Allen, **IT WAS RESOLVED:** that a company be approached to draw up a specification of work for the Windsor Room Bar to be refurbished to enable companies to be invited to tender.

b) Council Office – installation of panic buttons

Members noted the recent incident which had occurred in the Council Office and **ON THE PROPOSITION** of the Chairman Cllr Mrs Haywood, **SECONDED** by Cllr Shaw, **IT WAS RESOLVED:** that the Acting Clerk seek quotations for installation of two panic buttons and an intercom to be fitted to the outside door of the Council Office.

17. Tree Surgery – Quotation

Members considered the updated tree survey and quotation and **ON THE PROPOSITION** of the Chairman Cllr Rashid, **SECONDED** by Cllr Mrs Allen, **IT WAS RESOLVED:** that the quotation for urgent tree surgery identified in the quotation be accepted.

18. The Village Green – grounds maintenance

Cllr Mrs Allen referred to issues with regard to grounds maintenance at the Village Green. The Acting Clerk advised that she was meeting the contractor on Monday morning and Cllr Mrs Allen was invited to attend.

19. ROSPA Play Inspection Report

Members noted that the Play Inspection Report was awaited. Members considered the quotation for replacement parts for the net swing and it was agreed that the Acting Clerk accept the quotation and make appropriate arrangements for the swing to be repaired.

20. Licence and DPS

Members noted that following the resignation of the Hall Manager the Duty Manager was now the Designated Premises Supervisor until a replacement could be appointed. In response to questions from members, the Acting Clerk confirmed that the Council can have a number of licensees, but only one Designated Premises Supervisor.

21. Pavilion

a) Kitchen – location of equipment

The Chairman referred to equipment which had been moved in the kitchen. It was agreed that the Cricket Club be asked to confirm in writing to the Parish Council, what works it was proposing to undertake in the kitchen.

b) Cricket Frames

Members considered a complaint regarding the present location of cricket frames.

Cllr Cupples advised that he understood the frames had been moved.

c) Cllr Shaw raised refurbishment of the pavilion and passed the Acting Clerk details of quotations he had obtained for replacement windows, fascia boards, soffits and guttering. Cllr Mrs Allen advised that this work had been identified 4 years ago. It was agreed the Committee make a recommendation to full Council as the work was capital works, for the work to be undertaken. The quotations to be submitted to the Acting Clerk in the name of the Parish Council.

22. Additional Litter Bins

The Acting Clerk advised that a quotation had been provided for 5 additional litter bins requested for the Playing fields. It was confirmed that the existing bins in storage were dog faeces bins, not litter bins. With regard to proposed location of the litter bins, Cllr Cupples advised that he would monitor the games to see where people stood and report to the Acting Clerk on the best position for the litter bins to be sited having due regard to the distances prescribed.

23. Acting Clerk's Report.

a) Members noted that the Grounds Maintenance Contractor had looked at the iron railings and advised that they were quite safe and did not need replacing.

b) Members noted the update received from the Borough Council with regard to work required to the access drive.

c) Castle Bromwich Cricket Club – metal gates for cricket frames

The Chairman invited Cllr Cupples to clarify the position regarding the metal gates and the position of the cricket frames.

Cllr Cupples confirmed that the frames had been moved to their winter position and the Club was not proposing to proceed with the metal gates due to the cost.

The Chairman closed the Meeting to go into confidential session. The Chairman re-opened the meeting and following consideration of a matter during confidential session **ON THE PROPOSITION** of the Chairman Cllr Mrs Haywood, **SECONDED** by Cllr Mrs Allen, **IT WAS RESOLVED:** that the Acting Clerk be delegated to take advice and any urgent action required to have the rubbish removed from the rear of Arden Hall and to arrange for any work required to be undertaken.

The Chairman closed the meeting at 9.30 pm.

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