

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY, 7TH DECEMBER 2016
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
- Officers:** Mrs. D Weir, Acting Clerk to the Council
- Public:** 6

1. Apologies.

Apologies received and accepted from Cllr Shaw, Cllr Mrs Shaikh and Cllr Ms Ward. Cllr Rashid was absent.

2. Declarations of pecuniary or conflict of interests.

None Declared.

3. Dispensations.

None requested.

4. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Cupples, **SECONDED** by Cllr J MacDonald, **IT WAS UNANIMOUSLY RESOLVED:** that the Minutes of the Meetings held on 2nd November 2016, having been circulated, be signed as a true and correct record of the Meeting.

5. Questions from Councillors.

Having regard to an issue raised by a member of the public Cllr Cupples also raised a question regarding development of Arden Hall which the Chairman addressed. Cllr Mrs Allen asked if the litter pick trolley had been purchased. The Acting Clerk advised this was in hand.

6. Questions from the Public.

A local resident queried the administrative arrangements for the Council Offices, the income and expenditure for Arden Hall and any future proposals. He felt that consideration should be given to demolition and replacement of the premises. The Chairman advised that demolition and replacement had been considered previously, but was not considered to be a viable option.

7. Assistant Manager's Report.

It was agreed that this item be deferred until later on the agenda.

8. Bar Stock Report.

It was agreed that this item be deferred until later on the agenda.

9. Roof Survey Report.

A copy of the response to the request for further information had been circulated to members. Members noted that the site would be inspected on a weekly basis and a report would be provided each inspection by the Surveyors, Allcott Commercial. Members also noted the timescale for the works to be undertaken.

10. Arden Hall.

a) Refurbishment – there was no update.

b) Consideration of Card Payment System

The temporary Administrative Assistant, Miss Weaver, outlined to members the basis

ACTION

AC

of the terms for the card payment system and the cost comparison between the various quotations received. Members considered the advantages of adopting this system which could also be used for taking deposits for hall hires, thereby reducing the number of cash transactions and **ON THE PROPOSITION** of Cllr Mrs Haywood, **SECONDED** by Cllr R Cupples, **IT WAS UNANIMOUSLY RESOLVED:** that the Leisure Services Committee recommend to Full Council the adoption of the system and the acceptance of the lowest quotation.

c) Members noted that the external stocktaker was due to visit 9th December.

AC

11. Flooding to Arden Hall.

The Acting Clerk updated members regarding the Windsor Room.

12. Tarmac Works.

It was agreed that the Borough Council's Engineer be asked to check the disabled parking provision and also to provide a quotation for a path leading from the disabled parking bays around to the Windsor Room.

AC

13. Replacement Garages.

Members noted that delivery of the garages was anticipated mid January. Cllr Shaw to be asked for his opinion and advice on a ramp.

14. Land rear of New Street, Castle Bromwich.

Members noted that a breakdown apportioned between the different properties was awaited.

15. ROSPA Play Inspection Report.

Members considered advice from a contractor with regard to repairs to safety surfacing. They advised that some of the equipment has a limited life span and spending potentially considerable sums of money on wetpour safety surfacing would not be cost effective. Cllr Knibb advised that he would investigate funding for play equipment. Following consideration of the report and **ON THE PROPOSITION** of Cllr Cupples, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED:** that Cllr Cupples be delegated to prepare a questionnaire to be circulated to local schools for children to complete identifying what equipment they would like to see provided at the Recreation Ground.

RC

16. Refurbishment of Bars – Specification for works.

Members noted that the Acting Clerk would contact the company who had previously refurbished the Windsor Room Bar.

17. Pavilion.

a) Kitchen – location of equipment.

Following discussion, it was proposed that a feasibility study be undertaken and the Chairman and Vice Chairman to meet with cricket club representatives to discuss the proposals and for a report to be prepared with recommendations for the Leisure Services Committee to consider.

b) Replacement windows and fascia, soffit and guttering

Members noted that prior to the work commencing, the contractor had requested remedial work be undertaken. An updated asbestos survey had been requested at a cost of £162.00 and Cllr Shaw had asked Solihull Community Housing to provide advice. Quotations were being obtained for removal of the asbestos.

18. Working Party Report

a) Review of Hire Charges

The Leisure Services Committee Working Party had considered the Auditor's recommendation for the hire rates to be simplified and agreed there was no need for a C rate, if the charity is a local group, the B rate would apply. If the charity is a national charity and did not have local residents, the A rate would apply. If the

Charity had 51% of members living in the parish, the B rate would apply and **ON THE PROPOSITION** of Cllr Cupples, **SECONDED** by Cllr Mrs Haywood, **IT WAS UNANIMOUSLY RESOLVED:**

ACTION

The following rates to apply for 2017:

- a) The A Rate to apply to businesses and groups (1 off hirers) and
- b) The B Rate to apply to 'not for profit' groups (regular hirers)
- c) The discount for 1 off hires living in the parish if the hire is for a Friday or Saturday evening to continue to apply and
- d) The Hall Manager's discretion to continue to apply.

The specific hire rates to be reviewed at the January Meeting.

b) Leisure Services Committee budget 2017/2018

It was agreed that the Committee vire funds for the card machine from the miscellaneous budget if the expenditure for the card machine is approved by Full Council.

19. Acting Clerk's Report.

- a) The Acting Clerk advised that the contractor had carried out remedial works to the Windsor Room toilets and corrected the leaking pipe from the cellar cooler condense drain at the rear of Arden Hall by fitting a discharge pipe to take the condense to ground level to discharge.
- b) Following a recent event and subsequent request by the Chairman, she had obtained a quotation for deep cleansing of the kitchens and toilets. It was agreed that the lowest of three quotations for cleansing of both kitchens be accepted.
- c) Boundary wall - Members noted advice from Geldards, Solicitors that they considered the boundary wall to be the neighbour's responsibility, but needed to request a copy of the neighbour's deeds to check this. The Acting Clerk had approved the fee of £6.60.

There were no further matters raised and the Chairman closed the meeting at 10.00 pm.