

**MINUTES OF THE MEETING OF THE  
LEISURE SERVICES COMMITTEE  
HELD IN ARDEN HALL, CASTLE BROMWICH  
ON WEDNESDAY, 7TH SEPTEMBER 2016  
AT 7.30 PM**

**Those present:**

- |                    |  |                  |
|--------------------|--|------------------|
| <b>Chairman</b>    | Cllr Mrs A Haywood   |                  |
| <b>Councillors</b> | Cllr K Shaw  | Cllr E Knibb     |
|                    | Cllr M Rashid  | Cllr Mrs P Allen |
|                    | Cllr J MacDonald   | Cllr Ms J Ward   |
| <b>Officers:</b>   | Mrs. D Weir, Acting Clerk to the Council<br>Mrs Rachel Gorton, Deputy Hall Manager |                  |
| <b>Public:</b>     | None.  |                  |

**1. Apologies**

None.

**2. Declarations of pecuniary or conflict of interests.**

None received.

**3. Dispensations.**

None requested.

**4. Minutes of the previous Meeting.**

**ON THE PROPOSITION** of the Chairman Cllr Mrs Haywood, **SECONDED** by Cllr Rashid, **IT WAS RESOLVED:** that the Minutes of the Meeting held on 6<sup>th</sup> July 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's Report was presented by Mrs Gorton, Deputy Hall Manager. Members noted the position that the Hall Manager had been unable to accept many new bookings due to shortage of staff. It was agreed that Hall Bookings to be considered by the Staff Panel. The Chairman asked the Deputy Hall Manager for an update with regard to the fire doors and asked if the Company could provide a date when the doors would be installed. Members considered complaints about the amount of litter which was left on the playing fields at weekends by hirers. Members queried the number of bins provided for rubbish in the park. **ON THE PROPOSITION** of the Chairman Cllr Mrs Haywood, **SECONDED** by Cllr Shaw, **IT WAS RESOLVED:** that a further 6 permanent bins be purchased for the playing fields, to include one bin to be located by Hungerford Road by the bench, one bin to be located in the Garden of Rest and one by the playarea, with a dog bin to be sited where the dog walkers go. The Wardens to be left to agree location of the bins.

**Bar Stock Report**

With regard to the amount of waste for net sales which had been queried at the previous meeting, the Hall Manager had advised this was no higher than usual.

**7. Flooding to Arden Hall.**

Members noted that written quotations for flooring had been submitted to the Loss Adjuster. The Loss Adjuster had advised that the quotation for flooring appeared reasonable given the areas involved. He had advised that repairs to the roof are not

ACTION

AC  
DHM

AC

covered by the policy due to the cause of damage in that location and wanted confirmation that work to the roof had been carried out to prevent further damage as stated previously. He had also requested an update on quotations for decoration of the interior due to the damage caused by water ingress. Further information relating to hire bookings, and the end of year accounts had been provided.

ACTION

**8. Repairs to Roof.**

Members considered two quotations which had been provided. It was agreed that the contractors be asked to provide a more detailed specification and breakdown of cost and asked to clarify the extent of ground floor roof area included in the quotation, the one contractor to be asked to quote to replace the 11 sky-light windows.

**9. Council's policy for dogs in the playing field**

Members considered the complaint from a resident that on numerous occasions this summer, dogs have jumped up at her children and she requested information on the Council's policy for dogs off leads when young children are in the park. The Acting Clerk advised she was aware the Council had considered it's policy on dogs in the park previously. **ON THE PROPOSITION** of Cllr Rashid, **SECONDED BY** Cllr Mrs Allen, **IT WAS RESOLVED:** that the park restrictions be changed, a section of the playing field in the top field, beyond the natural barrier of trees, be allocated as a dog friendly area where dogs could be let off their leads, with dogs to be kept on leads elsewhere. The change in Council Policy to go to Full Council to approve.

AC

**10. Replacement Garages.**

Members discussed the quotation for the pre fabricated garages with a height of 7'6". Members also considered security with electricity and an alarm being provided as a preventative measure, and **ON THE PROPOSITION** of Cllr MacDonald, **SECONDED BY** Cllr Rashid, **IT WAS RESOLVED:** that the Acting Clerk obtain a quotation for 2 external sockets, light fittings and alarm to be fitted to the garages, within a budget of £500. The existing sockets under the eaves of the pavilion to be left and the position regarding the CCTV camera to be clarified. The quotation for the garages with a height of 7'6" be accepted, pending clarification that the price would not increase and the work to lower the raised area immediately adjoining the concrete base would not impact on the garages being installed.

AC

AC

**11. Land rear of New Street, Castle Bromwich.**

This item was deferred pending receipt of quotation.

**12. Disabled parking spaces – frontage to Arden Hall and work required to remove tree roots and to tarmac on land adjoining proposed new garages in playing field.**

This item was deferred pending receipt of quotation.

**13. Arden Hall – Back Door and Fire Exit Door.**

This item had been dealt with under the Hall Manager's Report.

**14. War Memorial Garden/Sensory Garden/Garden of Rest**

Cllr Mrs Allen requested quotes be obtained for weeding and tidying of the above areas. This was agreed.

Drainage of the Playing field was discussed. It was agreed that Cllrs Knibb and MacDonald undertake an inspection and report to Full Council.

**15. Air Conditioning Unit for Council Office – Specification**

The Acting Clerk had queried the type of air conditioning unit to be purchased.

Cllr Shaw indicated that the Acting Clerk purchase a portable air conditioning unit for the Council Office.

AC

The Chairman suggested that an investigation be undertaken to establish if there was

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a need for two photocopiers and if so, one of them be moved to another part of the building. This to be discussed with Realpoint who had undertaken a survey of the building and it's equipment and queried the need for two copiers.

ACTION

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**16. Acting Clerk's Report**

Bell Skips – Outstanding Invoice to be looked into.

Castle Bromwich Cricket Club – a request had been received from the Cricket Club for 2 metal gates to be erected. The Acting Clerk to request further information with regard to proposed location and type of gates.

Clr Shaw raised refurbishment of the pavilion and passed the Acting Clerk details of quotations he had obtained for replacement windows, fascia boards and guttering.

The Chairman closed the meeting at 9.50 pm.

AC