

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN
ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY, 2ND MAY 2018
AT 7.30 PM**

Those present:

Chairman Cllr K Shaw

Councillors

Cllrs Mrs P Allen Cllr J MacDonald
Cllr Ms J Ward Cllr Mrs A Ahmed
Cllr Mrs R Shaikh Cllr S Beechey

Officers: Mrs D Weir
Mrs Y Smith

Public 3

1. Acceptance of Apologies for absence.

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Apologies received from Cllrs Strong due to a prior engagement, from Cllr Knibb who was unwell and Cllr Mrs Haywood as she was on leave. **RESOLVED:** that the apologies given be accepted.

2. Declarations of Pecuniary or conflict of interests.

Members are asked to declare interests in items on the agenda, in accordance with Section 94 of the Local Government Act 1972, Section 106 of the Local Government Finance Act 1992 and Section 27 of the Localism Act 2011.

None declared.

3. Dispensations.

None requested.

4. Minutes of the previous Meeting.

This item was deferred to the next meeting.

7. Hall Manager's Report.

The Hall Manager gave her report.

8. Leisure Bars – bar management.

Cllr Mrs Allen stated that in her view, bar management should be taken back in-house. Cllr Mrs Shaikh reminded members why the Council had taken a decision to pass management of the bars to an external company. In response to a question from the Chairman, the Hall Manager advised that bar staff could be employed under zero hour contracts. Members noted that the Council's DPS was an employee of Leisure Bars. Cllr Mrs Shaikh advised that if any staff were to be employed on zero hour contracts, this had to be considered in the first instance by the Staff Panel. Cllr Mrs Allen referred to former members of staff. The Acting Clerk advised that further discussion was inappropriate for a public meeting.

RESOLVED: that a Working Party comprising of Cllr Mrs Ahmed, Cllr Beechey, Cllr Mrs Allen, Cllr Mrs Haywood and Cllr Shaw, the Acting Clerk and Hall Manager, meet to consider this matter and to report back to the Parish Council.

9. Defibrillators – first aid training.

Members noted the position.

The Chairman asked members to consider bringing item 15 forward for discussion and this was agreed.

15. The Village Green.

Members noted the advice of the Parish Council's solicitor. The Chairman consented to Mrs Snape speaking and closed the meeting. Members noted Mrs Snape's concerns and the Chairman re-opened the meeting. The Chairman advised that the problem did rely on the goodwill of Mrs Snape's neighbours not to park blocking her access. Wooden posts had been erected to stop people parking on the grass, but this had made the parking problem worse. The Chairman advised that a meeting would be arranged with all the shopkeepers.

RESOLVED: that a working party meeting be arranged to review the history and advice from the Parish Council's Solicitor and to consider arrangements for the Committee to meet with the shopkeepers, the Acting Clerk to attend.

10. Projector Room Equipment.

Members noted a request for the electrician to look at work which was required to be undertaken to the stage equipment.

RESOLVED: that a quotation be obtained for the work.

11. Events at Arden Hall – fund raising.

Members discussed the practicalities of the Parish Council organising events for profit to raise funds for refurbishment of Arden Hall including new stage curtains. The Acting Clerk advised that there were numerous issues to be considered. Any tickets should include VAT, a contract would need to be entered into on behalf of the Parish Council and a deposit would be required to be paid in advance. She advised that if the Parish Council was to hold any such events then advice should be sought with regard to VAT and requirement for an Annual Investment Strategy, together with other administrative practicalities including handling of cash. She advised against holding any such events and the potential liability should the event have to be cancelled, as a previous event had been. If the contract was in the name of an individual, this was in effect a private hire and the cost of any cancellation would need to be met by the party paying the deposit. Mr Beebee advised that he had given the Hall Manager advice with regard to VAT and what overheads should be included when calculating the cost of the tickets.

RESOLVED: that the Events Working Party meet to consider the practicalities of holding such events, the Hall Manager and Acting Clerk to attend.

Members noted that a hirer had cancelled an event and was entitled to a refund of 50% of the deposit. Members noted that football matches would be played during May due to the weather and matches being cancelled.

12. Refurbishment of Pavilion – Consideration of appointment of consultant to apply for grant funding.

Members noted that the contractor was no longer interested in acting on behalf of the Parish Council.

13. Recreation Ground – Play Equipment – lottery funding.

RESOLVED:- this item be deferred to a Working Party Meeting to consider the previous ROSPA reports and advice of the contractors who had submitted quotations for the play area, together with any application for lottery funding.

14. Bradford Gardens - Proposed Works – quotation.

This item had been deferred to the May meeting to enable a firm quotation to be provided by the Borough Council. The Acting Clerk advised that the Borough Council were only able to provide an estimate as until the contractor commenced the work, it was not known what problems would arise with regard to tree roots. Following consideration of the current position and advice received, members discussed the need for measures to prevent unauthorized vehicular access onto Bradford Gardens, it was agreed that Standing Orders be waived and

RESOLVED: that the estimate provided by the Borough Council for security

measures to be installed at Bradford Gardens could be accepted, subject to any comments by the Conservation Officer and Tree Officer. The work to be within a budget of £7,000.

16. Noticeboard – Pavilion.

Members noted that the noticeboard had still to be ordered for the Pavilion and that the quotation for the replacement noticeboard at the Village Hall had been submitted to the insurance company.

17. Bench – Sensory Garden, Village Green.

The Acting Clerk advised that the bench had been located and transferred to the Grounds Maintenance Contractor.

18. QE Hospital – request for tree to be sponsored.

The Acting Clerk confirmed that a donation had been made to Queen Elizabeth Hospital.

19. Arden Hall – CCTV.

RESOLVED: that a working party meeting be arranged to review CCTV usage and to consider quotations obtained for upgrade and extension of the existing system, together with Code of Practice and to report back to Leisure Services Committee. The Working Party to include Cllrs Strong, Shaw, Mrs Allen, Beechey and the Hall Manager and Acting Clerk to attend.

20. Remedial Works required to car park.

The Acting Clerk advised members that the car park needed extensive remedial work to repair potholes and the area around the potholes. The Chairman suggested the Park Wardens fill them with bags of tarmac.

21. Arden Hall – Facilities.

Members noted the problems with the toilets. The Chairman advised that he would recommend a company who could investigate the problems.

22. Acting Clerk's Report.

a) The Acting Clerk advised that the Council had previously accepted the quotation for email addresses for members but the IT company had advised that staff would need to be included as well and members approved the monthly cost to be increased to include office staff at £3.80 per additional member of staff.

b) Members noted a complaint from members of the public about the amount of litter around the park and query as to when wardens pick up the litter.

c) The Acting Clerk sought authority to appoint a solicitor in the event of any complaint received from the Hate & Crime Advocacy Officer appointed by DCLG and members approved acceptance of the quotation to appoint Nicolas Hancox should the need arise.

The meeting closed at 9.55 pm.