

**MINUTES OF THE MEETING OF THE  
LEISURE SERVICES COMMITTEE  
HELD IN ARDEN HALL, CASTLE BROMWICH  
ON WEDNESDAY, 1ST APRIL 2015  
AT 7.30 PM**

**Those present:**

- Chairman** Cllr I Hiley
- Councillors** Cllr Mrs. P Allen Cllr Mrs. A Haywood Cllr E Knibb  
Cllr M Hayes Cllr E Hicks Cllr M Rashid  
[Except part Item 7-8]
- Officers:** Mrs. C Tibbles, Clerk to the Council/RFO  
Mrs. T Kite, Hall Manager [Items 1- 15 only]
- Public:** No members of the public

**1. Apologies.**

The apologies from Cllr J Riordan and Cllr Miss J Ward were accepted for the reasons given. Cllr A Terry 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 Mrs. Haywood, **SECONDED BY** Cllr Hayes, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday 4<sup>th</sup> March, 2015, having been circulated, be signed as a true and correct record of the Meeting.

**5. Questions from the Public.**

Under Standing Order 3(d), the Chairman prepared to temporarily suspend standing orders for 15 minutes but there were no public in attendance. The Clerk confirmed that the information requested at the last meeting had been supplied to the member of the public.

**6. Manager's Report and Hire issues.**

The Hall Manager presented her report, confirming to members that additional figures had been tabled for the trading period to 31<sup>st</sup> March. Members were pleased to note that a new regular hire booking had been placed following closure of a nearby social venue. The Hall Manager outlined her plans to run table top sales to generate additional income for Arden Hall and this was discussed by members. New curtains had been purchased for the pavilion in response to complaints from hirers. Clarification was given from a surveyors report on the condition of a storage building. The Hall Manager had declined approaches from washroom companies. Members were updated on the staff matter outlined by the Clerk at the previous council meeting and noted the alternative solution was no longer viable. Therefore, following careful consideration, **ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED BY** Cllr Hayes, **IT WAS UNANIMOUSLY RESOLVED** that a vacancy advertisement be placed again in the Gazette for a Duty Manager and a Caretaker for 16 hours per week, with just one appointment being made from the recruitment process, and for a 3 hour cleaner vacancy to also be advertised. A member suggested also using local employment agencies but the Clerk warned that there was no budget available for commission payments. The Hall Manager reported her investigation

**ACTION**

Hall Mgr  
Asap

into park locking procedures and felt it was impossible to prevent lock ins when people deliberately entered the park to try and beat the Warden who had already commenced locking up. The Hall Manager confirmed she had asked the Wardens to keep the gates open to the Garden of Rest, although they anticipated problems with youths during the forthcoming school holidays. She hoped that members of the public would know to just find the Warden and ask for the gate to be unlocked if they wanted access. A playground inspection course had been attended and members would receive her report at the next meeting.

ACTION

Hall Mgr  
27/4

**7. Bar Stock Report.**

**ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Hayes, **IT WAS UNANIMOUSLY RESOLVED** that the following discussions take place under confidential terms, as trading operations were being outlined. Members noted the bar stock report and the additional tabled data for trading to 31<sup>st</sup> March. The trading analysis was also noted. A member was asked to countersign documents from the stock takes that had been witnessed.

PA  
1/4

**8. Marketing and Events at Arden Hall.**

**ON THE PROPOSITION** of Cllr Hayes, **SECONDED BY** the Chairman, **IT WAS RESOLVED** that the following discussions continue to be under confidential terms, as business operations were being discussed. The Chairman explained to members his attendance at a recent event held at Arden Hall as a guest of the organisers and his observations were noted. Cllr Hayes reported to members an approach he had received from a past hirer which was duly considered. **ON THE PROPOSITION** of Cllr Mrs. Allen, **SECONDED BY** Cllr Hayes, **IT WAS RESOLVED** that the matter be delegated to the Hall Manager to negotiate a booking for the special hire fee outlined for a one off event, with the layout required by the council. The Hall Manager had been unable to get confirmation from the tribute act for the May event which would now be too late to organise and the right entertainment was not yet available for November.

Hall Mgr  
asap

Hall Mgr  
asap

**9. Telephone Quote.**

The Hall Manager tabled two quotations for members but in the absence of the third quotation and the time to read and consider this information, the matter was deferred to the next meeting. The Hall Manager was asked to obtain the additional quote that the committee had instructed at the February meeting and clarified at the March meeting.

Hall Mgr  
urgent  
24/4

**10. Garage – building of replacement and demolition of existing.**

Following the earlier information from the Hall Manager, the Chairman updated members on the specialist advice he had received. The problem was discussed by members and limited options noted under current constraints. **ON THE PROPOSITION** of Cllr Mrs. Allen, **SECONDED BY** Cllr Hayes, **IT WAS UNANIMOUSLY RESOLVED** that in the light of costs of rebuilding, extending or demolishing the garages, that the Committee make a recommendation to council to debate and explore alternative storage solutions. The Chairman undertook to work with the Hall Manager/Clerk to prepare a report for council to receive before the April meeting.

IRH/  
Hall  
Clerk  
20/4 Mgr/

**11. Heating in the Windsor Room.**

Members discussed the heating provision in the Windsor Room and the solutions that had previously been recommended to have a dedicated boiler. The Hall Manager undertook to source freestanding oil filled radiators to supplement the current heating and confirmed there had been no complaints from regular hirers since the new windows had been installed, giving better insulation. Members were reminded of the recommendations in the CEW environmental report which could be reviewed before considering any changes.

Hall Mgr  
8/15

**12. Public Address equipment for Arden Hall.**

Following consideration, it was **AGREED** that the ‘Chairmen’ attend the Annual Parish Meeting early (at 6.00 pm) to test the sound equipment before the public arrived for the meeting.

ACTION  
MH/IRH/  
AT  
5/5

**13. Village Green Notice Board.**

Cllr Mrs. Allen had sought the missing information and in the light of difficult conditions, members acknowledged the need to defer the matter to the May meeting.

PA  
27/4

**14. Dog Fouling Information.**

Members noted with interest the information that had been circulated and asked that copies be made available to Wardens for issue to relevant members of the public.

Wardens  
Asap

**15. Drainage Improvement in the Playing Field.**

Members noted that a meeting had taken place between the Grounds Maintenance contractor and the Hall Manager and Clerk, with three councillors also helpfully attending. The Clerk confirmed that the previous instruction of the Committee to excavate the ditch behind the tennis courts that ran parallel to Water Orton Road remained outstanding (due to severe wet weather in 2013/2014 that made ground conditions unsuitable for machinery) and noted that the contractor seemed hopeful that it could be completed this season at a cost of £350.

**16. Working Parties.**

Cllr Mrs. Allen reported that the maps as previously discussed by the council for the Wildflower plantings had been agreed at a site meeting with Mr. Phelps that afternoon and that dates for community planting could now be set.

**17. Residents’ Concerns.**

Members noted recent concerns and the minor progress being achieved on damage to grass verges. Unfortunately the continued parking on parish access land adjacent to the small green remained a concern and the Clerk was asked to arrange a meeting in May for a resident to discuss their concerns with 2 members so that the Committee could consider the matter in June and hopefully explore ideas.

PA/MH  
20/4  
LSC 6/14

**18. Clerk’s Report.**

The Clerk reported that a visual inspection had been undertaken on all parish trees on 24<sup>th</sup> March. Members noted the information supplied by Cllr Mrs. Allen and Cllr Mrs. Haywood, with minor matters being passed on to the Borough Council on boundary issues and the council’s surveyor being asked about missing identifying tags on many trees. Members had also noted some matters of concern on parish maintenance and instructed the report be passed to the Hall Manager so that the Wardens could be scheduled to action matters accordingly.

Hall Mgr  
asap