

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY, 1ST OCTOBER 2014
AT 7.00 PM**

Those present:

- Chairman** Cllr I Hiley [Except part Item 7]
- Councillors** Cllr Mrs. P Allen Cllr Mrs. A Cllr E Knibb
Cllr M Hayes Haywood [Part Item 5- Cllr J Riordan
[Part Item 5-end] end] Cllr Miss J Ward
Cllr E Hicks [Part Item 5 -end]
- Guests:** Barbara Cooper, Chris Pegg & Paul Huband,
Community Energy Warwickshire [Items 1-5 only]
- Officers:** Mrs. C Tibbles, Clerk to the Council/RFO
Mrs. TKite, Hall Manager [Items 1- 14 only]
- Public:** No members of the public.

1. Apologies.

The apologies from Cllr M Rashid were noted for the reason given. Cllr A Terry was absent. [3 members later apologised for being unable to arrive for the earlier than normal start].

2. Declarations of pecuniary or conflict of interests.

Cllr Hiley declared a pecuniary interest in part of Item 7 as his company was quoting to undertake works. He would leave the meeting at that time.

3. Dispensations.

None requested.

4. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Riordan, **SECONDED BY** Cllr Mrs. Allen, **IT WAS RESOLVED** that the Minutes of the Meeting held on Wednesday 3rd September, 2014, having been circulated, be signed as a true and correct record of the Meeting.

5. Presentation by Community Energy Warwickshire on energy efficiency measures for council buildings.

At the invitation of the chairman, a presentation was given to explain the background to the report that had been compiled by Encraft and the options now presented to the council for consideration and possible investigation. The council would need to balance expenditure on measures against the potential savings from lower energy costs but the pavilion options would also need to consider the remaining lifespan of the building. Although some funding may be available, e.g. Inspired Places via the Lottery, much of the cost would need to be borne by the Parish Council. Some measures could be implemented quickly and savings would be noticeable straightaway and continue every year. Other measures would require substantial investment and take many years to recoup with savings. Members and officers took the opportunity to clarify their understanding of technologies referred to in the report and the further help that CEW could offer. The Chairman thanked the guests for attending the meeting, and giving such commitment with site visits that resulted in a comprehensive and thorough report. Following doubts on the previous and now outdated roof survey, members felt it would be advisable to pursue a survey of all Arden Hall roof exteriors with recommendations and costings for repairs and

ACTION

Hall Mgr.

insulation options. CEW may be able to seek advice from Encraft on companies to contact.

6. Questions from the Public.

Under Standing Order 70, the Chairman prepared to suspend standing orders to invite questions from members of the public but there were none in attendance.

7. Manager’s Report and Hire issues.

The Hall Manager’s report was discussed and members pleased to note that a hirer was continuing with their weekend booking unchanged. As requested, agreements and information was supplied to members for review. There were no staff matters reported but a cancellation was noted and the part refund would be processed, in accordance with regulations. The ice cream trader had not supplied the required information to proceed and as the season was nearly finished this would not be pursued. Problems with the correct location for marking of pitches were noted. Cllr Hiley left the meeting and under the leadership of Cllr Mrs. Haywood as Vice-Chairman, members discussed the quotations for replacement windows submitted by the Hall Manager. Following careful and extensive consideration, **ON THE PROPOSITION** of Cllr Hayes, **SECONDED BY** Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** to accept the lowest quotation of £5,975 by Glass & Glazing Ltd to replace rotting/broken windows in the Dance Studio and York Room and landing, being funded by the repairs and maintenance budget. The windows would be of the same design as the ground floor windows but with some safety measures for the upstairs location. Although the windows would be able to open, they were to remain locked when amplified sound was used by hirers. Cllr Hiley rejoined the meeting (and alerted the Hall Manager to the water damage to the Spencer Hall ceiling and the damp in the hall wall.

ACTION

Hall Mgr
asap

Hall Mgr
asap

Hall Mgr
asap

Members had received two quotations for a replacement telephone system to give full mobility access for duty managers within the building and incorporating the door entry system. This was deferred and the Hall Manager asked to obtain a quote from Solutions 4IT, as that company had indicated it wished to submit one.

8. Bar Stock Report.

The report was noted by members and the separation of figures from the previous 2 periods was helpful. The replacement of a cellar cooler for the Windsor Bar was reported and fluctuating bitter sales discussed briefly. The breakdown of prior year’s trading assist members in preparing future budgets. The missing trading analysis for the last period was tabled by the Hall Manager, with her apologies.

9. Annual Inspection.

The Inspection had taken place and the Hall Manager undertook to circulate the list of maintenance jobs (completed and outstanding) to members. It was **AGREED** that the Building working Party should meet with the Hall Manager on Tuesday 21st October at 6.30 pm (room to be notified) to review and assess priorities.

Hall Mgr &
Buildings WP
21/10

Hall Mgr
asap

10. Operation of Sound Limiter Systems.

As discussed during item 7, members noted the technical problems for staff in carrying out in full the previous instructions of the council and alternatives were agreed for the remainder of the trial. The views of the Hall Manager were heard and when the trial was concluded, members would consider future options, including perhaps investigating sound insulation measures.

LSC
01/15

11. Review of Hire Regulations (2008).

In preparation for a review, the Hall Manager was asked to reword 3 regulations, in particular smoking (No. 13), parking (No. 17) and prohibited items (No. 18) for the next meeting. Members concurred with the Hall Manager’s view that staff tried to ensure that customers did not cause a nuisance to neighbouring residents. Members undertook to email any additional regulations that they wished to consider in detail.

Hall Mgr
24/10

Members
urgent

12. Cricket Tournament 2015 (Schools).

The Clerk clarified that in the past two daytime sessions were offered free of charge in early summer which allowed for inclement weather in case of last minute cancellation. School children arrived by mini-bus or coach and the pavilion ensured adequate provision for shelter and toilets. Also Castle Bromwich Cricket and Sports Club had benefitted by new members from amongst the inspired youngsters after taking part. **ON THE PROPOSITION** of Cllr Hayes, **SECONDED BY** Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the request by a Cricket Development Manager who had benefitted from free use of the park/pavilion for a North Solihull Schools Cricket Tournament for many years, should be allowed to continue under a new organisational structure and the Hall Manager to make contact about arrangements.

ACTION

Hall Mgr
asap

13. Football Coaching Scheme.

Following earlier discussion under Item 7, the enquiry to the Hall Manager by Vision Sports Academy for another coaching scheme in October half-term was approved and the Hall Manager was authorised to offer a discounted rate for this booking.

HallMgr
asap

14. Grounds Maintenance 2015-2019 – invitation to tender.

Members noted the tabled document which had been prepared in the absence of a working party revised specification. Following discussion of the wish to give greater flexibility and better accountability, it was **AGREED** that contractors could tender for part or all of the works, e.g. maintenance of all flower beds and dedicated garden areas; grass cutting; and that delivery notes/invoices be approved as work was complete. Companies would be invited to present their bids to the working party prior to a decision of the Leisure Services Committee at the December meeting. A Park Warden would attend the presentations to give assistance to the working party. The Clerk would endeavour to amend the tender document accordingly.

Tender WP
Date tbc

Clerk
urgent

15. Tree Maintenance.

The Clerk reported that she and Cllr Mrs. Haywood had attended a valuable site meeting with the tree surgeon when it had been clarified that the 13 week work had all been completed on earlier urgent instruction from the council (noting the report had not highlighted the locations as being Bradford Gardens and the Village Green). The contractor had offered to store the Village Green bench to enable the new peace tree to get established with reduced opportunity for vandalism. Members noted Midland Forestry would attend the next meeting to explore options for crown reduction, schedule of felling and outline costs and timescales to enable budget planning in December and establishment of reserves for future years. It would also be important to increase public awareness now of the loss of these substantial trees at a future date.

Members
5/11

16. Quotations for Open Spaces Works.

ON THE PROPOSITION of the Chairman, **SECONDED BY** Cllr Mrs. Haywood, **IT WAS RESOLVED** that Standing Order 1(a) be suspended to allow the meeting to continue for a further 15 minutes. Following careful consideration and budgetary allocations/grant funding sources, **ON THE PROPOSITION** of Cllr Mrs. Allen, **SECONDED BY** Cllr Hayes, **IT WAS UNANIMOUSLY RESOLVED** that:

16.1 the quotation by Heartlands Garden Services for £2096 to install 4 feet wooden 6” x 6” bollards into the boundary line of the small green be **ACCEPTED** as the lowest priced option, to match the existing ones on the Village Green. This was subject to one removable metal bollard being supplied for free of charge installation. Members requested the spacing be revised to 1.5m, which the Clerk was authorised to agree a pricing adjustment under delegated powers;

Clerk
11/14

16.2 to note that a budgetary provision of £4,000 towards the cost of future wooden bollards around the rest of the Village Green would be advisable;

LSC
12/14

16.3 to **ACCEPT** the only quotation received to replace the broken sleepers at the Sensory Peace garden with red slabs to improve safety, at a cost of £225 by

Clerk
asap

Heartlands Garden Services;

16.4 Members noted the unique design of the 1st world war commemorative bench available for £535 + £95 delivery and the offer of free anti-theft fixings and **AGREED** to purchase one to enhance the bollard scheme at the small green and should be installed facing the War Memorial Garden

17. Planting Bulbs on Open Spaces.

Members deferred this item to the next meeting.

18. Residents' Concerns.

Members noted and discussed some of the recent concerns. The working group would present their summary of the Hob Farm consultation at the next meeting.

19. Working Parties.

The Clerk's report on the Budget training workshop was noted. Two members volunteered to address the recommended action, although with the reassurance of the Clerk on this occasion, she hoped to liaise with arrangements.

20. Clerk's Report/Open Spaces Report.

The Clerk reported that a concrete bollard had been knocked over at the Small Green.

ACTION

Clerk
10/14

LSC

11/14

EH/MH/EK
5/11

Clerk
asap

DRAFT