

**MINUTES OF THE MEETING OF THE  
LEISURE SERVICES COMMITTEE  
HELD IN ARDEN HALL, CASTLE BROMWICH  
ON WEDNESDAY, 3RDFEBRUARY 2016  
AT 8.20 PM**

**Those present:**

**Acting Chairman** Cllr M Hayes

**Councillors** Cllr Mrs. P Allen Cllr E Knibb Cllr J Riordan  
Cllr K Shaw

**Officers:** Mrs. C Tibbles, Clerk to the Council/RFO  
Mrs.T Kite, Hall Manager

**Public:** None.

The meeting was late commencing due to insufficient members to form a quorum. Members took the opportunity to preview the lengthy and comprehensive roof survey report that would be considered during the meeting.

**1. Election of Acting Chairman.**

Due to the absence of the Chairman and the Vice-Chairman, **ON THE PROPOSITION** of Cllr. Hayes, **SECONDED BY** Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Hayes should chair this meeting. The Acting Chairman advised members that due to the low attendance he would not envisage any big decisions with long term implications and that the focus would be on routine matters and reports.

ACTION

**2. Apologies.**

The apologies from Cllr Mrs. A Haywood, Cllr E Hicks, Cllr I Hiley, Cllr M Rashid and Cllr Miss J Ward were accepted for the reasons given.

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

None.

**4. Dispensations.**

None requested.

**5. Minutes of the previous Meeting.**

**ON THE PROPOSITION** of Cllr Knibb, **SECONDED BY** Cllr Shaw, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on 6<sup>th</sup> January, 2016, having been circulated, be signed as a true and correct record of the Meeting.

**6. Questions from the Public.**

Under Standing Order 3(d), the Chairman prepared to temporarily suspend standing orders for 15 minutes and invite questions from members of the public but there were none in attendance.

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

Members noted the Hall Manager's report and discussed the Borough Council's notification that all recycling facilities would be removed from the playing fields in March. In the interest of serving the public, who used this facility well, the Hall Manager was asked to obtain comparative quotes for the parish council to decide whether to provide glass and paper/cardboard recycling banks or to increase the number of waste bins currently emptied weekly to accommodate the anticipated products.

Hall Mgr  
25/02

**7. Bar Stock Report.**

Members noted the satisfactory bar stock reports and trading analysis.

**8. Roof Survey Report.**

Following discussion and careful consideration of the comprehensive report advising timescales of roofing works needed to Arden Hall, the Hall Manager was asked to request the same company what their charge would be to prepare a specialist tender document to incorporate improved insulation as legally now required, to undertake the works in 3 phases or in one project, to ensure future compatibility with solar panel installations if the council deemed that viable. When the information was available, due to the anticipated costs and need to use earmarked reserves, the RFO would then seek advice on the new EU procurement regulations and the Grants Working Party could search for any available 'green' funding.

ACTION  
Hall Mgr  
asap  
  
RFO 03/16  
Grants WP  
05/16

**9. Storage for Hirers.**

At the request of Officers, members endeavoured to clarify the current status and agree action required to move forward. The Hall Manager had already received clear confirmation from hirers that smaller storage areas would not be sufficient and existing capacity was certainly needed. It was **AGREED** this item should be placed on the next council agenda when confirmation would be established on current commercial rent for m<sup>2</sup>garage space, to seek agreement from two hirers that moving towards a commercial rent was necessary to enable council to proceed in a fiduciary manner with replacement garages, a commitment sought from two hirers that they would still require the facility for 10 years. Then the council would need to establish a clear action plan with timescales and responsibility for the most cost effective use of prefabricated purchases, location, drawings and design, planning permission, access and fencing alteration, demolition and re-surfacing.

Council  
23/02  
  
MH  
16/02

**10. Hire Incident.**

The Hall Manager had met with the hirer that morning and received preliminary information but the promised report was not yet complete. An apology had been given for not meeting the agreed deadline but it was now expected on 10<sup>th</sup> February. The Clerk was asked to circulate the report prior to the special working party meeting taking place on 17<sup>th</sup> February, which would have to be cancelled if the report was not received.

Clerk  
10/2  
Clerk/WP  
15/2

**11. Review of Hire Issues.**

Deferred due to the absence of the report (see above).

LSC  
1/3

**12. Working Parties.**

No meetings had been held.

**13. Residents' Concerns.**

Members noted the report and the delay in seeking legal advice to progress a longstanding access problem.

Clerk  
urgent

**14. Clerk's Report.**

The Clerk reported that she had checked trees on all open spaces twice in the past 10 days due to the strong winds affecting the country and there were no problems detected. The Clerk reminded members of the guest speaker at the next meeting who would be talking about asbestos and health & safety matters. The Hall Manager was asked to arrange for the Wardens to attend.

Hall Mgr  
asap