

**MINUTES OF THE MEETING OF THE  
LEISURE SERVICES COMMITTEE  
HELD IN ARDEN HALL, CASTLE BROMWICH  
ON WEDNESDAY, 3RD SEPTEMBER 2014  
AT 7.30 PM**

**Those present:**

**Vice-Chairman** Cllr Mrs. A Haywood

**Councillors** Cllr Mrs. P Allen Cllr E Knibb Cllr J Riordan  
Cllr M Hayes Cllr M Rashid  
[Except Part Item 15] [Items 1-12 only and  
except Part Item 7]

**Guests:** Mr. S Beechey, Secretary of Bromford Lions [Items 1-5 only]

**Officers:** Mrs. C Tibbles, Clerk to the Council/RFO  
Mrs. R. Gorton, Asst. Hall Manager [Items 1- 13 only, except Item 12]

**Public:** No members of the public.

**1. Apologies.**

The apologies from Cllr E Hicks and Cllr I Hiley were noted for the reasons given. Cllr A Terry and Cllr Miss J Ward were absent. [Clerk's Note: Cllr Miss Ward had sent apologies that were received after the meeting.]

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

None declared.

**3. Dispensations.**

None requested.

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

**ON THE PROPOSITION** of the Vice-Chairman, **SECONDED BY** Cllr Hayes, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday 2<sup>nd</sup> July, 2014, having been circulated, be signed as a true and correct record of the Meeting.

**5. Guests: Bromford Lions to report/review the North Solihull Cup Youth Football Tournament.**

Members noted the apologies sent by Mr. Brownhill, organiser of the Tournament and Mr. Gorton, Chairman of Bromford Lions. On behalf of members, Mr. Beechey, Club Secretary was welcomed to the meeting in their place. Mr. Beechey reported that overall the tournament had gone well, with the Club being pleased by the number of teams entering the competition. Some things had not gone quite as agreed, or expected. Mr. Brownhill had taken the overall lead for the event and the Club felt if it were repeated again next year, it would be more Committee led. He was sorry not to hear from Mr. Brownhill tonight to confirm closing details of the tournament but the Club believed the idea was sound and thanked the council (members and staff) for the support given over several weekends. One area to consider and improve for next year would be parking provision, which was discussed and positive ideas put forward. The Club expressed regrets for inconvenience to residents during part of the tournament, when unfortunately the special plans put in place with the council were not quite executed. The Vice-Chairman said that as a new project there would be unexpected occurrences which the Club and the Council could learn from. The priority would be for the Club to request 2015 dates from the council as soon as possible and then work together to ensure there were no event clashes. The arrangements for the tournament organisation would be a matter for Bromford Lions to decide. Mr. Beechey was thanked for attending and giving a tournament overview.

**ACTION**

Bromford  
Lions  
asap

**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.**

Mrs. Gorton presented the Hall Manager’s report and members noted the booking had ended for the Little Gnomes Club, although another hirer quickly took the slot for the period of the school holidays. Another hirer hoped to expand their booking to run a second day each week. A cancellation was noted and the part refund would be processed, in accordance with regulations. The summer soccer camp hosted by the parish council and run by Vision SportsAcademy had been successful. Members asked the Hall Manager to see if there would be any plans to repeat it, understanding the Academy was quite excited by future possibilities.

Following discussion, the following was **AGREED**: that two more quotes were required before a decision could be taken for the replacement York Room/Dance Studio windows; the wiring to be corrected in the Council Office to enable the Arden Hall fire panel to be certificated; the Hall Manager to update members further on staff appointments at the next meeting as two of the three priority vacancies remained unfilled; that members should review the special hirer arrangements with a commercial customer and the Hall Manager to supply a copy of the last signed agreement, details of current (confirmed and provisional) bookings and number of past 3 years’ bookings under the agreement analysing hire charge, category of charge, discount benefit received and bar takings; that the bar fridges should be replaced as they were essential to operations, with the Clerk using delegated powers to authorise replacements when notified of costs.

**8. Bar Stock Report.**

The report and trading analysis was noted by members. Cllr Knibb asked why the figures for the past two stock periods were combined and this had been due to few functions taking place in July. Members **AGREED** that figures needed breaking down to enable accurate comparison to take place at the next meeting. Following discussion and clarification of the breakdown required, the Assistant Hall Manager was asked to collect figures for bar takings over the last 3 financial years to include period budget forecast, net takings, net profit, number of bar functions each month together with monthly variance/shortfall together with annual totals and deficit/surplus. Additionally, details of special functions or events that may distort any of the period figures would be helpful.

**9. Community Energy Warwickshire.**

Members noted the full day visit by Encraft had taken place on 11<sup>th</sup> August by two surveyors who had inspected all buildings, courtesy of the Clerk and the Park Warden. The draft report was being reviewed by the Board of CEW, prior to circulation to members and presentation to council at the meeting on 1<sup>st</sup> October. At the suggestion of the Clerk, members **AGREED** to meet at 7 pm to enable discussion of the report to be concluded by 8 pm.

**10. Operation of Sound Limiter Systems.**

Members were alerted to a potential technical problem with changes to operation of the sound limiter systems and some information was supplied by Mrs. Gorton. Members requested an update from the Hall Manager in her next report so that potential concerns may be alleviated and that problems and views of staff were being relayed.

**11. Speed Bumps at Arden Hall.**

Following a neighbour’s concern (Log No.412/3), members looked at photographs and discussed the need for effective calming. It was **AGREED** that the Hall Manager should monitor the situation for six months and make recommendation to members.

**ACTION**

Hall Mgr/  
Clerk asap

Hall Mgr  
10/10

Hall Mgr  
asap

Clerk  
urgent  
Hall Mgr  
24/9

Hall Mgr  
24/9

Hall Mgr/  
Clerk asap

Hall Mgr  
24/9

AHM  
24/9

Members  
to note 7 pm  
start on 1/10

Hall Mgr  
24/9

Hall Mgr  
03/15

**13. Annual Inspection.**

At the request of the Vice-Chairman, members agreed to discuss Item 13 before Item 12. Following discussion, it was **AGREED** the annual inspection by all members should start in the playground at 6 pm on Wednesday, 17<sup>th</sup> September, moving on to the pavilion, the theatre workshop and then Arden Hall. The inspection would be led by the Hall Manager who would be asked to provide a list of jobs to members before the inspection took place that she had already compiled for action.

Hall Mgr  
16/9

**12. Licence Agreements.**

Following careful consideration of procedures and clarification of the confidential process for a member, it was **AGREED** that the structure of the agreement had been agreed by the council for hirers, based on legal advice. The request from one hirer to make several points clarified or changed should be referred to full Council and the next available agenda space would be the October meeting. The matter was therefore deferred and the agenda to state it was likely to be considered under confidential terms.

Members  
29/10

Members  
29/10

**14. Dog Signs at Village Green.**

At the request of members, the Clerk clarified that the parish council dog byelaws stipulated clearly that they applied to the parish council playing field (which was where a Park Warden was normally on duty). The WALC Local Associations Information Service bulletin explained that legislation came into force on 13<sup>th</sup> May 2014 that placed additional responsibility for dog owners if they allowed their dog to attack a person. Members considered the request by two residents for signs at the Village Green to instruct that “dogs to be kept on leads” and noted the existing dog byelaws did not cover this location. The police had confirmed a visit was made to both residents who made the request following an incident, that an attack had not been reported to the police, that the owner of the dog had apologised profusely for the incident and would take measures to prevent it happening again and that unless a formal complaint was received the police seemed to have no further recourse under the Dangerous Dogs Act. It was **AGREED** that the existing legislation seemed to be sufficient and was enforceable by the police on areas of open space, whether they belonged to the parish council or not.

**15. Tree Survey/Planting.**

15.1 Members noted the triennial Tree Survey report had been received and it was discussed in some detail. Following consideration, members felt it was time to investigate a proactive scheme of work to successfully manage the horse chestnut trees affected by disease (‘bleeding canker’) and the Clerk undertook to invite two representatives from Midland Forestry to meet members at the November LSC meeting to explore options for crown reduction, schedule of felling and outline costs to enable budget planning in December and establishment of reserves for future years. It would also be important to increase public awareness of the loss of these substantial trees at a future date.

Clerk  
asap

Members  
5/11

15.2 **ON THE PROPOSITION** of Cllr Hayes, **SECONDED BY** Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the quotation to supply and plant 10 new Indian Horse Chestnut trees be recommended to Council for acceptance, as it would require use of £1,300 from earmarked reserves to supplement the current budget of £3,000. Earmarked reserves for tree planting are currently £6812 and for tree maintenance are £16,221. (Area has been outlined as 7 trees at the Village Green and 3 at Whateley Green but specific locations to be agreed.)

Council  
24/9

15.3 Members noted the cost of emergency (and prompt) removal of two substantial fallen branches at the Village Green and Bradford Gardens in August was £500, which included checking the relevant trees for further damage.

**16. Ice Cream Trading.**

Members asked for information on this topic from the Hall Manager in her next report.

**ACTION**

Hall Mgr  
24/9

**17. Café and catering provision at Pavilion.**

Cllr Hayes and Cllr Mrs. Allen asked permission to investigate further into possible changes. Following clarification by the Clerk on the booking classification, members **AGREED** the Hall Manager should be asked to contact the hirer and clarify if there were any changes planned to future operations.

Hall Mgr  
10/14

**18. Residents' Concerns.**

Members noted and discussed some of the recent concerns. One topic of increasing concern to residents (for opposing reasons at times) was the damage to the small Green by parked cars. The Clerk hoped to have the two additional quotations for installation of bollards around the Green as requested by Committee after the site meeting held in the spring.

Clerk  
24/9

**19. Working Parties.**

**ON THE PROPOSITION** of the Vice-Chairman, **SECONDED BY** Cllr Hayes, **IT WAS RESOLVED** that Standing Order 1(a) be suspended to allow the meeting the continue for a further 15 minutes. The Clerk had re-circulated some information to the Grounds Maintenance Tender working party but a meeting urgently needed to take place. The Clerk requested the draft specification by 19<sup>th</sup> September to supplement the initial part of the draft document that she could amend if new Standing Orders were adopted at the September meeting. Members noted the reminder tabled of their membership of working parties.

GM Tender  
WP 19/9

**20. Clerk's Report/Open Spaces Report.**

The Clerk reported that the council insurers had finished investigating a potential claim regarding a fall several months ago; additional information now supplied and completed to council insurer for recent claim; donation of photographs for local groups or council archives (available to members too) from the family of Margaret Turner; details of a unique commemorative bench was shown to members who agreed it would enhance parish land; removal of the temporary storage units had been completed at village green and grass seemed to be recovered to satisfactory standard; a donation of £26 had been received for use of Hob Farm; request for another activity at Hob Farm was declined by Clerk as it involved temporary erection of a structure which was not permitted under byelaws; handles were wearing out on the keep fit equipment in the park and needing replacement, which was a sign of heavy positive use; no formal detailed request yet received from two hirers who previously asked to undertake shared hire of the pavilion clubroom, incorporating installation of Sky satellite dish; reminder of the Chairman's Charity Quiz being held on 26<sup>th</sup> September (deadline for entries is 22<sup>nd</sup>); quotation for LED Christmas Tree should be received for next Committee meeting; reminder given of the Councillor Training Workshop at 9.15 am on Saturday 13<sup>th</sup> September at Arden Hall.

Clerk to  
investigate  
cost