

**MINUTES OF THE MEETING OF THE  
LEISURE SERVICES COMMITTEE  
HELD IN ARDEN HALL,  
CASTLE BROMWICH ON  
WEDNESDAY, 3RD OCTOBER 2012  
AT 7.30 PM**

**Those present:**

- Chairman** Cllr Mrs. P Allen
- Councillors** Cllr R Amos Cllr Mrs. A Haywood Cllr E Knibb  
Cllr M Hayes Cllr E Hicks Cllr M Rashid  
[Items 1-10 only] Cllr I Hiley Cllr J Riordan  
[except part Item 4] Cllr Mrs. B Wilkins
- Officers:** Mrs. C Tibbles, Clerk to the Council/RFO  
Mrs. T. Kite, Hall Manager [Items 1-6 only]
- Public:** None.

**1. Apologies.**

The apology from Cllr A Terry was noted for the reason given. Cllr Miss J Ward was absent.

**2. Declarations of pecuniary or other interests.**

None declared at this stage (see Item 4 below).

**3. Minutes of the previous Meeting.**

**ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Hiley, **IT WAS RESOLVED** that the Minutes of the Meeting held on Wednesday 5<sup>th</sup> September, 2012, having been circulated, be signed as a true and correct record of the Meeting.

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

Members noted the tabled report and the waiting list in operation for new customers who could not be accommodated for weekly bookings. Members discussed at length the operating aspects of the stage electrical systems for sound and lighting and **ON THE PROPOSITION** of Cllr Knibb, **SECONDED BY** Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the professional advice received, and correctly interpreted by the Hall Manager in terms of health and safety, should be followed and delegated to Mrs. Kite. The low usage of sundry services by customers was discussed and members agreed the income derived did not justify further investment in replacement of failing equipment. Therefore the Hall Manager was authorised to remove defunct items from use imminently and cease advertising them on the website. Future enquiries from customers would be directed to alternative hire companies. One cancellation was noted. The Hall Manager reported that a second quote had just been received for the fascia refurbishment at Arden Hall. Cllr Hiley immediately declared a prejudicial interest and left the meeting. Following discussion of the prices and specification quoted for, **ON THE PROPOSITION** of Cllr Amos, **SECONDED BY** Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the quotation for complete works, including replacement of plywood panels where necessary, at a cost of £2320 + VAT be accepted. The other quotation for £2185 did not specify the additional cost for replacement of rotten wood, which members felt would then exceed the accepted quotation. Cllr Hiley was invited to rejoin the meeting. Members noted the decorating of the rear

ACTION

TK  
asap

TK  
asap

entrance corridor and the quotes sought for the front entrance and foyer. Members discussed the Windsor Room and in the absence of any progress yet with funding, **IT WAS RESOLVED** that the lobby area be decorated and possibly the lower wall areas clad with stainless steel.

**ACTION**  
TK  
asap  
TK  
asap

### 5. Bar Stock Report.

Under confidential terms, members noted the satisfactory stock report and the trading figures for the latest period.

### 6. Hire Issues - Pavilion.

Members noted the reply from the secretary of the hire group and the result of his investigations into the incident that occurred on 15<sup>th</sup> September. **ON THE PROPOSITION** of Cllr Hayes, **SECONDED BY** the Chairman, **IT WAS UNANIMOUSLY RESOLVED** to instruct that further specific details be sought from their committee for the council to consider at the next meeting. Members also instructed that the hirer be made aware of the repercussions for their members and the risk being taken of their bookings being suspended or terminated. The Hall Manager was asked to request the hirer identify the owners of the 2 kit bags abandoned at the end of the season and also to give a deadline for the outstanding bill to be paid.

Clerk  
4/10

TK/RG  
4/10

### 7. Village Green Issues.

Following consideration and discussion, **IT WAS AGREED** that the design preference for a new noticeboard at the Village Green be referred to the Open Spaces working party and that the council's solicitor advise on the options for the Village Green access road.

OS WP  
Nov.12

Clerk  
17/10

### 8. Trees.

Members considered the quotation for a planting scheme at Bradford Gardens, which had been agreed the previous year. **ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED BY** Cllr Knibb, **IT WAS RESOLVED** to plant 6 sycamore trees at a cost of £2,188. The Clerk had arranged an emergency inspection of trees following storm damage and under delegated powers, a quote had been received for £980 to crown lift 10 mature chestnut trees (8 at Village Green, 2 at Whateley Green) and to remove one fallen Hawthorn tree. This would be accepted by the Clerk and additional shrubbery be removed/cut back at Hob Farm and Bradford Gardens as necessary and within existing budget provision.

Clerk  
4/10

Clerk  
9/10

### 9. Complaint – Hire Issues.

Members noted a reply had been received from Caroline Spelman MP expressing her thanks for detailed information supplied to her regarding a complaint from a hirer.

### 10. Residents' Concerns.

Members noted the information circulated and discussed concerns about a potential planning enforcement issue in the Bradford ward. The Clerk was asked to speak to a Planning Officer on the matter. Questions raised by parishioners the previous week had been referred to Solihull MBC and a prompt reply received giving details of planned remedies.

Clerk  
17/10

### 11. Football Pitches.

Members noted that the new football season had settled and the Clerk's planned investigation into difficulties had been postponed due to other hire matters unfortunately taking precedence. She suggested that a site meeting with the contractor take place later in autumn to look at general maintenance issues, including grass cutting, weed control and maintenance standards.

Clerk  
Nov/Dec

### 12. Working Party Reports.

Members noted the report of the plans for weeding and re-planting at the War Memorial. The quote for new signs was noted, although members were unsure of

**ACTION**

the design sample and asked for green instead of red. **ON THE PROPOSITION** of Cllr Knibb, **SECONDED BY** Cllr Hiley, **IT WAS UNANIMOUSLY RESOLVED** to delegate the commissioning of signs to the Clerk.

Clerk  
12/10

### **13. Footloose Project.**

Members noted and carefully considered the report by Cllr Amos under confidential terms. **ON THE PROPOSITION** of Cllr Amos, **SECONDED BY** the Chairman, **IT WAS UNANIMOUSLY RESOLVED** that the aims, needs and evidence for the project be endorsed and that the outline management schedule be supported.

RA/Clerk

### **14. Clerk's Report/Open Spaces Report.**

The Clerk reported that the completed risk assessments had been handed in from the charity football match in the park, which had raised approximately £900 for SANDS. The organisers had sent thanks to members and staff for their help and support with the event. The letter had been sent to the dog owner, as instructed at the last meeting, after the attack in the park in August. Papers were tabled on Solihull MBC Draft Local Plan Shaping a Sustainable Future, Code of Conduct advice from WALC, dispensation advice from Solihull MBC and the Clerk advised that some review of policy would likely be required when training of members was complete. The Parish Council's adopted Code of Conduct was tabled for all members, with a spare copy to be signed and returned to the Clerk as soon as possible. The Clerk had met with staff to discuss the Macmillan charity fundraising ideas for children's music and sports equipment hire which would be explored further, as previously agreed by council.

Council  
12/12

Members  
asap

**DRAFT**