

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY, 4TH FEBRUARY 2015
AT 7.30 PM**

Those present:

Vice-Chairman Cllr Mrs. A Haywood

Councillors Cllr Mrs. P Allen Cllr E Hicks Cllr Miss J Ward
Cllr M Hayes Cllr J Riordan

Officers: Mrs. C Tibbles, Clerk to the Council/RFO
Mrs. R. Gorton, Asst Hall Manager [Items 1- 7 only, except part Item 7]

Public: None.

1. Apologies.

The apologies from Cllr I Hiley and Cllr E Knibb were accepted for the reasons given. Cllr M Rashid and Cllr A Terry were 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 Hayes, **SECONDED BY** Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meetings held on Wednesdays 7th and 21st January, 2015, having been circulated, be signed as a true and correct record of the Meetings.

5. Questions from the Public.

Under Standing Order 3(d), the Chairman prepared to temporarily suspend standing orders for this item but there were none present.

6. Manager's Report and Hire issues.

The Vice-Chairman welcomed the Assistant Hall Manager who was presenting the Manager's report. The suggestion to postpone the review of the ramp in the rear car park was declined and it would be an agenda item at the next meeting as scheduled. The management of simultaneous hire functions was clarified for members and it was acknowledged that the Hall Manager knew more about environmental enforcement if members needed more detail. Members **AGREED** that the Hall Manager should keep the committee informed of all concerns and issues on the topic of sound control that she needed to be closely monitoring. Members requested dates of council events planned by the Hall Manager at the next meeting. The Asst. Hall Manager confirmed a company was visiting on 16th February to finalise their quote for a new telephone system. Other quotes were currently out of date and the Vice-chairman asked for all quotes to be circulated with the next agenda. Members were pleased to hear of the good response to the Duty Manager vacancy advert. The faulty sewer pump had been replaced for half the cost but details of the cost and quotes were requested for the next meeting. The Clerk additionally asked what lifespan was estimated for the pump to aid future planning.

7. Bar Stock Report.

Members noted the bar stock report and the realignment of dates to enable reports to be circulated prior to the meeting as requested by the Committee. The next period would be for 4 weeks and future dates needed to be set as members would share attending the count. [Mrs. Gorton left the meeting briefly to attend to a hirer.]

ACTION

Hall Mgr
4/3

Hall Mgr
on-going

Hall Mgr
4/3

Hall Mgr
23/2

Hall Mgr
23/3

Hall Mgr
26/2

8. New Year’s Eve 2016.

Members discussed the Chairman’s report on the meeting that had taken place, noting that the agreement from 2009 was not being fully met by the hirer. It was confirmed that the 2015 New Year’s Eve function was taking place under the previous council invitation to work in partnership. This committee would aim to make a decision (or before) it’s July meeting on whether to continue or change the arrangements for New Year’s Eve 2016, depending on other commercial factors currently under consideration. Consequently, the Hall Manager would be asked not to accept bookings for that evening until a final decision was reached. Four future functions were booked (some provisional), two of which would require the Q build for seating and two were planned with atable layout, which was the council’s preference. Following consideration, it was **AGREED** that the Hall Manager should draft a revised contract agreement for the Committee to consider offering to Beebe Productions in due course. Members suggested that opening the Windsor Room bar at these events (if available) might help increase takings- this would be passed to the Hall Manager to assess if feasible/practical.

ACTION

LSC
1/7

Hall Mgr
23/3

Hall Mgr
23/3

9. Wildflower Meadow at Hob Farm.

Two members had met with Simon Phelps, the representative of the Warwickshire Wildlife Trust, who was ready to appeal to the local community for support with planting. A discussion clarified some of the project needs (12-18 month growth period, temporary fencing, availability of funding) and **ON THE PROPOSITION** of Cllr Hayes, **SECONDED BY** Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the council proceed with the Wildflower Meadow at Hob Farm initially, pending the confirmation of the extent of the area required and then consider expanding the project at a later date of other parish open spaces (as shown on maps that had been sent to Cllr Mrs. Allen). The Clerk confirmed that Mr. Phelps would be attending the next Committee meeting as guest speaker.

10. Marketing.

Following previous discussions, the Hall Manager would be asked to meet with local funeral directors to explain hire facilities and routine availability that the council could offer for receptions. This action would follow up on previous ideas to increase hire and/or bar income. Cllr Hayes would investigate 3 additional quiz nights per year to provide event income for the Hall when his next charity event took place in mid-April.

Hall Mgr
asap

MH
17/4

11. Working Parties.

As previously agreed, the recommendations of the Buildings/Open Spaces Working Party regarding replacement storage for the dilapidated garages would be considered at the next meeting.

LSC
4/3

12. Residents’ Concerns.

Members noted recent concerns, including a second call for assistance with a park security problem. Members instructed that the Hall Manager investigate thoroughly and provide a report for the next meeting detailing what the actual procedures were at park closing times, how and if they were being consistently followed, who by and how problems had occurred. Additionally, members asked for details on what preventative measures she would implement to reduce risk and prevent further distress.

Hall Mgr
23/2

14. Clerk’s Report.

Members noted that the date of the April meeting coincided with financial year end closedown and that Easter clashed with payroll year end but requested the committee meeting take place as scheduled. Members thanked the Clerk for her diligence in maintaining an adequate and thorough inspection/risk regime that had enabled two recent insurance claims to be successfully defended. Security alerts remained in place for open spaces, which Sgt. Heathcote was already aware of.