

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY, 4TH SEPTEMBER 2013
AT 7.30 PM**

Those present:

Chairman Cllr Mrs. A Haywood
Councillors Cllr Mrs. P Allen Cllr E Knibb Cllr Miss J Ward
 Cllr E Hicks Cllr M Rashid Cllr J Whelan
Officers: Mrs. C Tibbles, Clerk to the Council/RFO
 Mrs.R. Gorton, Assistant Hall Manager[Items 1- 7 only]
Public: None.

1. Apologies.

The apologies from Cllr M Hayes and Cllr Mrs. Wilkins were noted for the reasons given. Cllr R Amos was absent.

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 Chairman, **SECONDED BY** Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meetings held on Wednesday 3rd and 10th July, 2013, having been circulated, be signed as a true and correct record of the Meeting.

5. Questions from the Public.

Under Standing Order 70, the Chairman prepared to adjourn the meeting to invite questions from members of the public. No questions.

6. Manager's Report and Hire issues.

The Hall Manager's report was presented by Mrs. Gorton. Members noted the new appointments of bar staff and that the vacancies for a cleaner and duty manager were currently being advertised. The Windsor Room refurbishment was nearing completion, although a delay in manufacture of the windows meant that would be the last part to finish. Information had been received on possible changes to the telephone system and as this could incorporate a new door access control for Arden Hall, members were happy for a specification to be drawn up and quotations sought.

7. Bar Stock Report.

The report and trading analysis was noted and discussed by members. Bar takings were currently ahead of target with some busy functions taking place in August.

8. Guests: Bromford Lions Youth Football Club.

The Clerk reported apologies from the Club Chairman and in the absence of representatives, members agreed to defer this item. [Clerk's note: apologies were later received and this is now scheduled for 2nd October.]

9. Community Café/Sale of Refreshments in the Playing Fields.

Following extensive discussion, **ON THE PROPOSITION** of Cllr Whelan, **SECONDED BY** Cllr Miss Ward, **IT WAS UNANIMOUSLY RESOLVED** that the parish council establish a group to plan the launch of a facility selling refreshments in the park during Easter 2014 school holidays. A Community Café working party was set up of Cllr Mrs. Allen, Cllr Knibb, Cllr Miss Ward and Cllr Whelan with 2 vacancies available to be filled by other members.

ACTION

Hall Mgr/
Clerk
11/13

LSC
2/10

Members
asap
WP meet tba

10. Provision of Public Toilets in the Playing Fields.

Following consideration of the above proposal, should a café be successfully opened there would consequently be toilet facilities available to customers. The Clerk reported that the current 'low key' trial by the Park Wardens had not resulted in any serious issues, it was not ideal. The staff would review the trial shortly and consider improved toilet and dressing room facilities to better meet customer requirements, particularly child protection. The Clerk advised members that the safer option was to consider investing in a permanent free-standing unit in the park. **IT WAS AGREED** that this could be investigated by the Community Café working party.

WP
tba

11. Sports Pitches.

The Clerk reported that the allocation of the adult pitch had been difficult to confirm as the team information had still not been received by the two deadlines set. Therefore, the full rate would be applied and the agreement issued on that basis. This delay had created difficulties for Wardens and the contractor to complete arrangements for the new season and would therefore be handled differently next year. She was pleased that a joint meeting between two teams and staff had taken place to mutually agree safe usage of shared facilities by adults and children.

12. Storage of Equipment/Demolition of Garage.

The Clerk reported that the hirer wished to present their report to the clerk at an evening meeting, which had not been possible to arrange this week due to prior commitments.

Clerk
asap

13. Residents' Concerns.

Members noted the information previously circulated and the Clerk reported that staff were still compiling the August summary.

14. Report of the Footloose Sub-Committee.

Members briefly discussed the official opening of the keep-fit equipment by the Chairman on Saturday 7th September.

15. Grounds Maintenance Contract.

Members considered whether to hold a meeting with the contractor to conduct a mid-term review. The Clerk reported that staff had received conflicting instructions from members and it was unclear at the moment on what the contractor had been told to do regarding replanting saplings, woodbark on open spaces and other issues. The Clerk had clarified that monitoring of the contract was currently undertaken by the Open Spaces Supervisor and undertook to supply Cllr Hicks with a copy. Following discussion of what the council actually stipulated in the contract, **IT WAS AGREED** that Cllr Hicks and Cllr Mrs. Allen meet with the Open Spaces Supervisor to list areas of concern and that the Supervisor would then meet with the contractor to inspect the relevant locations.

PA/EH
OS Sup
asap

16. Financial Budget Planning.

Members noted the latest income/expenditure account and particularly studied the budget allocations compared with income/expenditure for Arden Hall, the Pavilion and Open Spaces. The Clerk had not received any questions prior to the meeting but showed members how the software tracked details of all transactions. Scrutiny was given to each of the largest budget headings in the cost centres that the committee was responsible for. She reminded members that they could ask for more financial information at any time by contacting the office and still hoped that a Financial Workshop could be arranged to aid understanding of local government finance.

17. Working Party Reports.

No reports.

18. Clerk's Report/Open Spaces Report.

The Clerk reported that several responses had been received from residents for the Hob Farm Consultation and thanked members for hand delivering hundreds of

forms. Replies were coming by hand, by post and by email. She confirmed that she was preparing for the publication of the investigation report and individual responses to earlier complaints. The police had been notified of suspicious behaviour by two men on parish land. The Clerk thanked Cllrs Mrs. Allen and Terry for covering an afternoon shift in the park due to no staff availability and the hirer had written to extend their thanks also. Staffing was currently being reviewed by the Open Spaces Supervisor but absences made this difficult to complete. Cllr Miss Ward asked about the recent accident on Water Orton Road and the Clerk had received a press cutting giving details about the crash and the cause of the accident.

ACTION

DRAFT