

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

**Those present:**

- Chairman** Cllr I Hiley
- Councillors** Cllr Mrs. P Allen Cllr Hayes Cllr K Shaw  
Cllr Mrs. A Haywood Cllr Miss J Ward
- Officers:** Mrs. C Tibbles, Clerk to the Council/RFO  
Mrs. T Kite, Hall Manager
- Public:** 2 members of the public [Items 1-8 & 11 only]

**1. Apologies.**

The apologies from Cllr E Knibb, Cllr M Rashid and Cllr J Riordan were accepted for the reasons given. Cllr E Hicks was absent.

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

None.

**3. Dispensations.**

None requested.

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

**ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED BY** Cllr Miss Ward, **IT WAS RESOLVED** that the Minutes of the Meeting held on 7<sup>th</sup> October, 2015, having been circulated, be signed as a true and correct record of the Meeting.

**5. Questions from the Public.**

Under Standing Order 3(d), the Chairman temporarily suspended standing orders for 15 minutes and invited questions from members of the public. Bor Cllr Richards asked about the future of storage facilities for a hire group since the council's decision last May to terminate arrangements. At the request of the Chairman, members recapped on the avenues that had been explored by the council, as the hirer had been unable to fulfill their suggested solution of sourcing alternative free storage. The Chairman said a decision could not be reached by Committee this evening but could make a proposal to Council for consideration. He asked if a show had been put on by the group recently but the hirer confirmed that was a different hirer's show that had been well attended. It was noted that the original plan to extend the Theatre Workshop was too costly, the hirer's solution was not achievable, to demolish and rebuild the garages was not feasible and an alternative solution may be a prefabricated concrete garage, which members would review later in the meeting. The Vice-Chairman thanked them for their views and standing orders were then resumed.

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

Members noted the Hall Manager's report and discussed the complaint about damage to hirer's own equipment, viewing photographs and clarifying access arrangements. As hire regulations stated that equipment was left at own risk, it was **AGREED** that the Hall Manager should supply some storage boxes/lids as a gesture of goodwill and request that all equipment be tidied up to improve access and safety for all parties to this shared space. It was additionally requested that the kettle be removed as the council provided urns in all kitchens as a safer provision of readily available hot water. Members noted the Hall Manager had endeavoured to obtain three quotations for

**ACTION**

Hall Mgr  
25/11

the Arden Hall roof survey and **ON THE PROPOSITION** of Cllr Hayes, **SECONDED BY** the Chairman, **IT WAS UNANIMOUSLY RESOLVED** that that the Hall Manager should accept the cheapest quote and commission a survey date, on the proviso that should a cheaper quote arrive promptly to her latest enquiry she could decide appropriately. Members noted the satisfactory paperwork for the plastering work and discussed the historic extremes of room temperature that may have affected the Dance Studio. Staff changes were noted by members, who supported the Hall Manager's view that when induction routines were complete, she would review how successful the working patterns were in meeting customers needs in an economic manner. Members noted the breakdown on furniture budget/earmarked reserves and the £8115 funding available. **ON THE PROPOSITION** of Cllr Hayes, **SECONDED BY** Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that 280 chairs be purchased for the Spencer Hall at a cost of £9517, with the excess budget expenditure being unavoidable. As the current chairs were no longer fit for purpose, the Clerk undertook to use her delegated authority to vire funds from an alternative budget code for the excess amount. [Clerk's note: a discount has since been obtained when placing the order, giving a saving of £965.] A member asked about the disposal of flytipping and it was confirmed that staff were pursuing a specialist contractor to remove it.

ACTION  
Hall Mgr  
11/11

Hall Mgr  
01/16

Clerk  
4/12

Wardens  
urgent

**7. Bar Stock Report.**

Members noted the satisfactory bar stock reports and trading analysis.

**8. Football Pitches/Match Arrangements.**

The Hall Manager reported that junior league regulations only allowed kick-offs to occur between 10 am and 2 pm and that some of the problems experienced by neighbours could therefore be from other park users playing casually on the pitches. Mobile goals were being repaired, with a new set in place and the plan was to ask both clubs to use mobile goals in future. A member said that the goal mouths had not recovered during the summer, although a Warden had since confirmed that the goal posts had now been taken down. The Hall Manager confirmed the goal posts had been left up all summer for the past two seasons but no complaints had been received until recently. Having reviewed the situation, members **AGREED** that the recent problems had been caused by an extreme set of circumstances which had now changed, that reassurance could be given to neighbouring residents that pitch allocation was more regulated and the Clerk would draft a letter to send to residents, letting them know that the Hall Manager would review the issues with the Committee at the January meeting.

Clerk/Hall  
Mgr 18/11

**11. Storage for Hirers.**

At the request of Cllr Hayes, members consented to consider this item ahead of items 9/10. The Chairman demonstrated an option of a single or double concrete garage, which could be purchased without windows or a side door, and had the benefit of an apex roof and a 10 year guarantee. **ON THE PROPOSITION** of Cllr Hayes, **SECONDED BY** Cllr Miss Ward, **IT WAS UNANIMOUSLY RESOLVED** that in principle the committee would recommend to full council that 2 single garages should be purchased for £2919 (provisionally), with the cost of this capital project, including demolition etc, estimated at between £6,000 -£10,000 (depending on whether the existing garage location/concrete base could be used) subject to a site being agreed and necessary permissions/licences being in place. Members were reminded and accepted their fiduciary responsibility for management of council resources.

Council  
25/11

**9. Review of Hire Charges.**

Following consideration, **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Shaw, **IT WAS UNANIMOUSLY RESOLVED** Page 2 that the

Hall Mgr  
31/12

Hire Charges should be kept the same for 2016/17 and that the marketing budget be utilised to promote the 0% increase to customers. It was also suggested to give some special offers for tennis charges to encourage and promote more usage.

Hall Mgr  
02/16  
ACTION

**10. Budget Planning 2016/2017.**

Members considered the provisional year end forecasts and suggested the budget allocations for the 2016/17 initial budget plan (see appendix). Certain items were deferred until additional reviews were undertaken by the RFO (e.g. salary/pension forecasts, communication analysis, waste collection, miscellaneous expenditure). Earmarked reserves were checked for some potential projects.

RFO  
25/11

**12. Working Parties.**

Members recalled the Building/Open Spaces recommendations from 22<sup>nd</sup> July and briefly discussed the likelihood for major expenditure on Arden Hall roofing work and boiler replacement. At the suggestion of the Hall Manager, members endorsed the R&M budget being used promptly to undertake decorating in the Lounge, foyer, corridors and porch ceilings, which she was asked to commission. Expenditure would be required in 2016/17 on bar refurbishment and till replacement.

Hall Mgr  
18/12

**13. Residents' Concerns.**

Members noted the report and discussed problems with motorists.

**14. Clerk's Report.**

The Clerk reported that tree work had been completed at the Village Green, as previously notified with the addition of £120 limb reduction work on one of the horse chestnuts. Whateley Green tree work would be completed later in the month.

