

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL,
CASTLE BROMWICH ON
WEDNESDAY, 5TH JANUARY 2011
AT 7.30 PM**

Those present:

- Chairman** Cllr Mrs. A Haywood
- Councillors** Cllr Mrs. P Allen Cllr Hiley Cllr Miss J Ward
Cllr R Amos Cllr J Riordan 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 apologies from Cllr Rashid were noted for the reasons given. [N.B. Cllr M Hayes had submitted apologies to the Clerk.]

2. Declarations of personal or other interests.

None declared.

3. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Riordan, **SECONDED BY** Cllr Hiley, **IT WAS RESOLVED** that the Minutes of the Meeting held on Wednesday 1st December, 2010, having been circulated, be signed as a true and correct record of the Meeting.

4. Manager’s Report and Arden Hall issues.

Members noted and considered the report previously circulated. Members were pleased to note that Arden Hall remained fully open during the recent snowfalls, although there were fewer customers attending. One cancellation was reported and the refund due would be processed. Following information from Mrs. Kite, members considered the council’s pending application for new licence conditions and **ON THE PROPOSITION** of Cllr Amos, **SECONDED BY** Cllr Mrs. Wilkins, **IT WAS UNANIMOUSLY RESOLVED** that the application be withdrawn and further expenditure be avoided, whilst all enquiries received for bookings for 18th-21st parties be monitored over the next 12 month period. Should there be business concerns on bar profitability, the council could consider other events or family based audiences or decide to re-apply to the Borough Council with an application for a minor variation.

5. York Room Toilets.

Members noted the error of the company selected to undertake this refurbishment job and their rejection of the order. Following review of the original quotations and the new submissions of the Parkfield Construction, **ON THE PROPOSITION** of Cllr Amos, **SECONDED BY** Cllr Mrs. Wilkins, **IT WAS UNANIMOUSLY RESOLVED** that the job should be undertaken by one single company and the lowest quote was therefore accepted, being the revised quote from Parkfield Construction to refurbish the Ladies and Gents York Room Toilet and to supply new flooring to the corridor, stair and landing at a cost of £8915.00 +VAT for the whole job. Due to the time delay with this project, originally planned for August 2010, **ON THE PROPOSITION** of Cllr Mrs. Wilkins, **SECONDED BY** Cllr Hiley, **IT WAS UNANIMOUSLY RESOLVED** that the project should be wholly delegated to Mrs. Kite as products needed to be ordered from suppliers before the refurbishment could commence.

ACTION

TK
Asap

6. Bar Stock Reports.

Under confidential terms, members noted the verbal information reported by the Hall Manager. She was unable to present the normal report due to total failure of the software during the stocktake. Manual information had been verified and the software rebuilt, with the normal report envisaged at the end of the next stock period. Following careful consideration, **IT WAS UNANIMOUSLY RESOLVED** that the end of year stocktake be witnessed by volunteer councillors, depending on availability, chosen from Cllrs Mrs. Allen, Amos, Riordan and Mrs. Wilkins, with Cllr Hiley volunteering to be a reserve member. Depending on customer bookings, the stocktake would take place between 30th March and 1st April 2011.

ACTION

TK
To confirm
date/time

7. Residents' Concerns.

Members noted the circulated information and additional concerns on incidents known to members. **IT WAS UNANIMOUSLY RESOLVED** that the Clerk should email Sgt Hewitt to highlight concerns with two licensed premises and seek reassurance for the Council. **IT WAS FURTHER RESOLVED** that the Clerk should seek legal advice from NALC on enforcement action by specialist contractor for parking and fouling offences on parish council land. 3 members volunteered to assist with warning vehicle owners if breaching parking byelaws and the Clerk would endeavour to instigate procedures for this.

Clerk
12/1

Clerk
31/1

Clerk
Feb.11

8. Business Annexe Contract - Tenant.

Members noted the update given by the Clerk and **IT WAS UNANIMOUSLY RESOLVED** that the Clerk arrange the fire alarm upgrade with acceptance of the best value quotation she obtained.

Clerk
31/1

9. Hire Charges 2011/2012.

The Clerk reported that the average price increase for Arden Hall, the Pavilion and sports facilities as 6.29%, 10.26% and 7.41%, reminding members that VAT changes also affected some of these increases. She recommended no change to the budget forecasts.

10. Consultation – Proposed Review of Dog Byelaws.

Members were unable to consider this matter as public responses were still being circulated. The Clerk was asked to contact members to ascertain who had read the submissions, as Cllrs Mrs. Allen, Amos, Mrs. Haywood and Riordan had not seen the second batch of replies.

Clerk
14/1

11. Tree Inspection Report.

Following due consideration, **ON THE PROPOSITION** of Cllr Hiley, **SECONDED BY** Cllr Amos, **IT WAS UNANIMOUSLY RESOLVED** to accept the quotation from Midland Forestry for £1420 to undertake the triennial tree survey, as the company offered the best terms, conditions and had proven reliability in the past.

Clerk
27/1

12. Grounds Maintenance - Award of Tender.

Following consideration, under confidential terms, **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Amos, **IT WAS UNANIMOUSLY RESOLVED** to accept the cheapest quotation from Fairways for a fixed price of £16,990 pa to undertake grounds maintenance on all open spaces for a period of 4 years, commencing 1st April, 2011.

Clerk
27/1

13. Payments.

Following clarification of queries, **ON THE PROPOSITION** of Cllr Amos, **SECONDED BY** the Chairman, **IT WAS UNANIMOUSLY RESOLVED** that the payments as circulated by approved.

14. Clerk's Report/Open Spaces Report.

Members noted the Clerk was investigating a security alert with the Pavilion building, which was not yet concluded until more interviews had been conducted and that

Castle Bromwich Parish Council

N.B. All Minutes are deemed as draft until formally approved and signed.

complaints had been received about noise nuisance from a hirer, which she would also need to investigate further, although preliminary apologies had already been made. The Chairman, on behalf of members, asked the Clerk to report her findings at the next meeting, stating her disappointment once again that problems were occurring. She asked the Events Working Party to meet with the Youth Council on Wednesday 19th January at 7 pm in the Pavilion to consider arrangements for a celebration event for local families on the day of Prince William's wedding. Recommendations would need to be put to the Council on 26th January to enable planning to be put speedily in place. A Community Planting Day was being arranged for Sunday 17th April at the Village Green. The insurance claim had been completed and sent to Zurich Municipal but the reminder letter to local residents about parking regulations at the Village Green had not yet been issued. Following discussion, the Buildings Working Party would also meet on Wednesday 19th January to agree and prioritise future work projects and begin to define the specification for the Spencer Hall refurbishment so that quotations could be sought for consideration.

ACTION

Events WP
19/1 7 pm

Buildings
WP 19/1
8.15 pm