

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY, 5TH MARCH 2014
AT 7.30 PM**

Those present:

- Chairman** Cllr Mrs. A Haywood
- Councillors** Cllr Mrs. P Allen Cllr E Hicks Cllr I Hiley
Cllr M Rashid
- Officers:** Mrs. C Tibbles, Clerk to the Council/RFO
Mrs. T Kite, Hall Manager/Licensee [Items 1-7 only]
- Public:** No members of the public.

1. Apologies.

The apologies from Cllr M Hayes, Cllr E Knibb, Cllr Miss J Ward and Cllr J Whelan 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.

Page 2, Item 10 was corrected to read January instead of February. **ON THE PROPOSITION** of Cllr Hicks, **SECONDED BY** Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday 5th March, 2014, 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 but there were none in attendance.

6. Manager's Report and Hire issues.

The Hall Manager's report was tabled and discussed, with members noting a part cancellation by a regular hirer until September. The proposal from a hirer to enter a long term agreement with the Council was deferred to the next meeting as members required time to read and consider the details. Following reports of a security concern, **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that the Hall Manager urgently replace the intercom on the rear entrance door to improve the protection of staff. The Hall Manager also asked that Mr. Rowe be employed as additional security for staff at the next two car boot sales which was approved. Customers would be reminded only to let in people that they knew. The Hall Manager reported that the Spencer ceiling light fittings were very flimsy and a repair needed again due to helium balloon problems. As this job necessitated a tower being hired, cable ties had been used to prevent light reflectors from dropping. Damp patches were also appearing in the Spencer Hall and by the Managers Office and **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Hiley, **IT WAS UNANIMOUSLY RESOLVED** that the Hall Manager be delegated to locate the source of the problem and have it repaired in the most effective way.

7. Bar Stock Report.

The report and trading analysis was noted by members. The Hall Manager explained a discrepancy in the software closing/opening stock, which the Clerk had also scrutinised.

ACTION

Members
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TK
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8. Heritage Festival at Bradford Gardens.

Following delegation by the Council, the Committee had been asked to reconsider one of the conditions placed on the event. Members unfortunately had no details of the size of the event, number or limit of stallholders, where and what kerb access arrangements were proposed and what barriers or control points were planned to restrict movement of vehicles for the safety of visitors. Following consideration, **ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Hicks, **IT WAS UNANIMOUSLY RESOLVED** that Mrs. Knibb, Castle Bromwich Youth and Community Partnership, and Mrs. Lush, Solihull MBC be invited to a site meeting at Bradford Gardens with the Clerk and Assistant Clerk. Maps would be provided to request further details to enable members to consider the matter at the next meeting. The Clerk wished to seek clarification on the type of insurance the organisers had in place for the event. Members noted that the Festival Way maps had been made available to Cllr Knibb and the centenary posters taken.

Asst Clerk
asapClerk/
organisers
asap

9. Residents' Concerns.

Members noted the information circulated and the Clerk clarified there had been no complaints logged about the late opening of the park on 17th January.

10. Working Parties.

Members were reminded of the meeting planned for the Buildings Working Party arranged for 19th March at 6.30 pm in the meeting room at the council office. Cllr Mrs. Allen and the Clerk reported on the Community Café working party meeting that afternoon, when clarification on food hygiene regulations, kitchen requirements and operating plans had been discussed at length. Following consideration of the equipment needs, **ON THE PROPOSITION** of Cllr Mrs. Allen, **SECONDED BY** Cllr Hiley, **IT WAS UNANIMOUSLY RESOLVED** that the council arrange and pay for the installation of an extractor fan to meet the advised specification of Environmental Health Inspector from Solihull MBC; that a fridge and freezer be purchased and installed under the worktop for use during the weeks of operation and that the council purchase a promotional banner and produce publicity posters/material. **IT WAS FURTHER RESOLVED** that the Clerk prepare an outline agreement which would reflect the 100% hire discount for the first six weeks and 75% discount for the remaining six weeks. A report would be requested on the trial outcomes for members to consider at the May, June and September meetings to allow the Committee to review the project for the future. The Clerk expressed her gratitude for the valuable assistance of Mr. Cheatham of Solihull MBC Environmental Health department.

Clerk
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11. Clerk's Report/Open Spaces Report.

The Clerk reported that one quote had been received for bollards at the Small Green and others would be sought. Signage quotations were still in progress, with delays in receipt being a problem, the village green notice board had not been ordered yet as the price for the second header board was still awaited. Members noted that the triennial Tree Survey had not yet commenced due to the exceptional weather emergencies taking priority on the contractors time. The Clerk had asked that the location of Bradford Gardens be undertaken first due to the public event now scheduled. This had been agreed by the contractor with delegated powers granted to the Clerk for any remedial safety works at this location to be quickly completed. A claim for possible injury by a member of the public who had fallen had been passed to the council's insurers. A calendar of meeting dates and co-option packs had been tabled for all members who were asked to promote the current vacancies.

Clerk
asap