

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

**Those present:**

- Chairman** Cllr I Hiley
- Councillors** Cllr Mrs. P Allen Cllr Mrs. A Haywood Cllr E Knibb  
Cllr M Hayes Cllr E Hicks Cllr J Riordan  
Cllr Miss J Ward
- Officers:** Mrs. C Tibbles, Clerk to the Council/RFO  
Mrs. TKite, Hall Manager [Items 1- 11 only]
- Public:** 2 members of the public [not for all the meeting]

**1. Apologies.**

The apologies from Cllr M Rashid were noted for the reason given. Cllr A Terry was 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 Miss Ward, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday 1<sup>st</sup> October, 2014, having been circulated, be signed as a true and correct record of the Meeting.

**5. Guest Speaker: Steve Walker, Midland Forestry Ltd.**

The Chairman passed on apologies from the guest speaker who regretted being unable to attend. The visit would be re-arranged.

**6. Questions from the Public.**

Under Standing Order 70, the Chairman temporarily suspended standing orders for this item and invited questions from members of the public. A resident from the Bradford Ward appreciated the new tree planted that day at the Village Green by the Parish Council and also thanked the council for help in with progressing street cleansing works by the Borough Council. A member asked that thanks be passed to Solihull MBC and a request for future works to be continued in the Birmingham Road location.

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

The Hall Manager's report was discussed and the well attended recent show week noted. Members noted the Hall Managers' request for booking confirmation and advance payment for the sports coaching scheme had not been met and that an alternative hirer wanted the dates. The Chairman reported to members he had been called by the hirer who expressed a wish to meet and clarify with the council what their plans were for future partnership working. Members did endorse that hire fees were required, albeit at discounted rates and suggested that the hirer be quickly invited to request dates required for the future holiday coaching schemes to ensure availability. The request of the Hall Manager to re-locate the Annual Parish Meeting to the Windsor Room due to a hirer needing the Spencer Hall on 5<sup>th</sup> May 2015 would be referred to the Council for consideration. A recent hirer complaint had been investigated by the Hall Manager and details given to members of the response

**ACTION**

Asst Clerk  
19/11

Hall Mgr  
19/11

Council  
26/11

sent. Clarification was given on safety fittings to the new windows for the York Room which had not been costed. A member asked what staff appointments had been made to fill recently advertised vacancies and the Hall Manager said they had not been successful. She expressed a preference for appointing a Duty Manager which would give additional cover for the office and felt there was no need for a Cleaner. As the budget previously agreed for unfilled vacancies was still unspent, **IT WAS AGREED** to reach a wider audience and place an advertisement in the Castle Bromwich Gazette for a Duty Manager for 16 hours per week. There were no matters to report from the park.

ACTION

Hall Mgr  
14/11

**8. Bar Stock Report.**

**IT WAS RESOLVED** that under Section 100A of the Local Government Act 1972, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 of Schedule 12A of the said Act, that the public be temporarily excluded and be instructed to withdraw. Members discussed at length the continuing shortfall in bar takings that were not meeting target and following careful consideration, **IT WAS AGREED** that the forecast for 2015/16 should be set at a more realistic level of £32,000 due to changing social trends and marketing of bar availability would be looked at. The Clerk reminded members that lower sales did result in corresponding lower expenditure for purchases and bar wages and commended the Hall Manager for maintaining good profit levels with reduced sales. The Bar Stock report was noted and had been witnessed by a member as agreed at a previous meeting. The member of the public was invited to rejoin the meeting.

**9. Review of Hire Regulations.**

Following discussion and careful review, **ON THE PROPOSITION** of Cllr Hayes, **SECONDED** by Cllr Hicks, **IT WAS UNANIMOUSLY RESOLVED** that the following amendments (as underlined) be made to three Hire Regulations:

(No. 13) - Smoking In accordance with the Health Act 2007 **SMOKING IS UNLAWFUL AND THEREFORE PROHIBITED WITHIN ANY PART OF ARDEN HALL, WORKSHOP OR THE SPORTS PAVILION.** This also applies to E-cigarettes and their equivalent.

(No. 17) Parking, Forecourt and Exits Vehicle access to the forecourt or the playing fields is **FORBIDDEN** except for the emergency services.

Hirers are asked to remind guests to use the Car Parking facilities available and to ensure that indiscriminate parking does not occur in the service road, the driveway to the car parks or neighbouring roads. The maximum speed limit of 5mph must be observed at all times.

Passageways and gangways to exits and emergency exits must be kept clear at all times. These regulations will be strictly enforced in line with Health and Safety regulations in the interest of public safety. **PLEASE READ THE FIRE REGULATIONS ON DISPLAY.**

(No. 18) **Prohibited Items** The following are excluded from admission to the building:

- i) Animals except Assistance Dogs for the blind and disabled.
- ii) Articles of an inflammable nature including bottled gas.
- iii) Explosive materials.
- iv) Steam, Gas or any other engine.
- v) Alcohol, drugs, weapons or other illegal or prohibited substances.

Members **AGREED** that regulations would be re-issued to existing customers and implemented with new customers straightaway.

Hall Mgr  
26/11

**10. Working Parties.**

After careful consideration and discussion of the recommendations of the Buildings Working Party, the following priorities were **AGREED**:

**ACTION**

1. Recommend to Council to Survey Arden Hall Roof (possibly involving Community Energy Warwickshire for specialist advice) and agree which of the 4 main areas should be renewed, subject to work being compatible with external insulation and potential solar installation at a future date.
2. Heating System – assess for replacement after the roof work is completed and insulation assessed (due to changing needs if insulation is successfully effective and reduces energy costs).
3. Garages – commission drawings and seek planning permission to extend Theatre Workshop (in preference to using 2 containers for temporary storage). Then demolish garages.
4. Conversion of Back Stage Toilets into 1 unisex toilet and one store room – estimate £10,000. Project to wait.
5. Pavilion –refurbishment of Shower Room, Toilet & Disabled Toilet. Project to wait until after garages are demolished.
6. Stage Curtains – estimate £2,000. No decision reached.
7. Spencer Hall – Re-paint needed but external work to front wall required first to reseal and stop the damp (from R&M budget).
8. Recommend to Council to purchase 300 new chairs for the Spencer Hall. Confirmed that £3,950 had been placed in earmarked reserves in last 2 years and existing furniture budget was £2000. Additional monies required.

Council  
26/11

Hall Mgr  
asap  
Hall Mgr  
urgent

Hall Mgr  
2015/16

Hall Mgr  
tbc

Council  
26/11

No decision was reached about establishing a 3-5 year plan. Capital expenditure in current year was confirmed as £9,858 on the Windsor Room refurbishment.

**11. Hob Farm Consultation.**

Members considered the parishioners responses to the survey, with the majority view expressed to leave Hob Farm unchanged. It was noted that £3,539 had been saved on external security costs this year. The Clerk asked that the voluntary keyholders be thanked for their work and commitment. **ON THE PROPOSITION** of Cllr Hayes, **SECONDED BY** the Chairman, **IT WAS RESOLVED** that there would be no external security provision on next year’s budget, making additional savings, and that Cllr Mrs. Allen meet with Warwickshire Wildlife Trust and seek information/recommendations to put to Council for a possible creation of a wildflower meadow at this site.

Hall Mgr or  
Clerk  
asap

PA asap

Council  
26/11

**12. Tree Maintenance.**

The Clerk apologised that this item had been erroneously placed on the agenda after completion at the last meeting.

**13. Planting Bulbs on Open Spaces.**

As deferred from the last meeting, members discussed the benefits of planting bulbs and it was **AGREED** that £150 could be spent purchasing daffodil bulbs for Whateley Green and the Village Green, in addition to the bluebells being planted in the Youth Council Sensory Peace Garden. Funding would be from Open Spaces miscellaneous budget and the work undertaken or overseen by the Mobile Wardens.

PA  
asap

Wardens  
asap

**14. Residents’ Concerns.**

Members noted and discussed some of the recent concerns.

**15. Clerk’s Report/Open Spaces Report.**

The Clerk sought clarification that the depth of the new wooden bollards for the Small Green would be 2’ 3” above ground and 1’9” under ground. Solihull MBC had confirmed that their permission was not required for this work, neither was planning permission to do so and that the parish council also had rights as a local authority to install benches on it’s land. The Clerk had reached a delegated decision on accepting

an alternative species of tree to be planted before Remembrance Sunday as the peace tree was damaged on arrival from Holland. Members noted that some papers had been tabled in preparation for future meetings. Following discussion, it was **AGREED** that Cllrs Mrs. Allen, Hayes and Hicks would open the tender submissions on Tuesday 25<sup>th</sup> November to shortlist the potential contractors, who would then be invited to present their tenders to Cllrs Mrs. Allen, Haywood and Riordan on Thursday 27<sup>th</sup> November. [Clarification would need to be given regarding Hob Farm mowing, which could have different requirements if a wild flower meadow was established.]

ACTION

PA/MH/EH  
25/11 8 pm?

PA/AEH/JR  
27/11  
1.30 pm–  
4.00 pm

DRAFT