

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY, 6th JANUARY 2016
AT 7.30 PM**

Those present:

Vice-Chairman Cllr Mrs A Haywood

Councillors Cllr Mrs. P Allen Cllr Miss J Ward Cllr K Shaw
Cllr J Riordan Cllr M Rashid

Officers: Mrs. D Weir, Assistant Clerk to the Council
Mrs.T Kite, Hall Manager

Public: None present

In the absence of the Chairman, the Vice Chairman Cllr Mrs Haywood chaired the meeting.

1. Apologies.

The apologies from Cllr E Knibb, Cllr M Hayes, Cllr E Hicks and Cllr I Hiley and were accepted for the reasons given.

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 K Shaw **IT WAS RESOLVED** that the Minutes of the Meeting held on 4th November, 2015, having been circulated, be signed as a true and correct record of the Meeting. There was one abstention.

5. Questions from the Public.

No members of the public were present.

6. Manager's Report and Hire issues.

Pavilion Roof

Members noted the Hall Manager's report which had been circulated prior to the meeting. The Hall Manager updated members on the position regarding damage to the pavilion roof. She advised that the pavilion ceiling would need repairing in places due to water ingress, the ceiling tiles were sagging, but would dry out. There was a lot of condensation, also the walls were damp in the changing rooms and the club room. Cllr Shaw advised that the tiles should be removed to dry out flat.

Lighting in Carpark

The Hall Manager advised that she was still waiting for the Electrician to replace the bulbs in the carpark lights. He would have to hire scaffolding and until he had been able to look at the lights, he would not know the extent of work required. It was hoped that any work required would just be to replace the bulbs, but if they were old, it may be difficult to replace them. The Hall Manager outlined the problems with closing the carpark to enable the work to be undertaken.

Cllr Shaw advised that if the bulbs were old, it was possible that he would be able to provide replacement bulbs if they had been discontinued and the electrician could not replace them. If this was the case he asked the Hall Manager to let him have one of the old bulbs.

Members noted this item was on the Agenda for discussion.

ACTION

Hall Mgr

Path at Side of Arden Hall

The Hall Manager advised members that the remedial works had now been completed to the path and health and safety issues resolved.

Wall at side of Arden Hall

The Hall Manager advised that the repair work to the wall at the side of Arden Hall had still to be undertaken.

Members noted this item was on the Agenda for discussion.

Staff Matters

She advised members that the Assistant Hall Manager had had a baby boy. Cllr Rashid asked if the Council's congratulations could be passed to the Assistant Hall Manager.

Arden Park

The Hall Manager advised that the recycling bins had been removed from the car park due to the contractor losing the contract with the Borough Council. She was unsure whether the recycling bins would be returned to the carpark.

The Assistant Clerk reported to members the telephone call she had received from the Warden on the 4th January regarding water ingress which had continued to the pavilion interior since the end of November. She had asked the Loss Adjuster to carry out a further inspection in the event that there would need to be a further claim for damage to the interior.

The Hall Manager advised that this was due to the extreme weather conditions, the pavilion interior would dry out when an assessment could be made, but damage was minimal and it was not considered that any further claim would need to be made. The Hall Manager updated members with regard to repairs to the roof which were being undertaken and should be completed within the next week.

7. Bar Stock Report.

Members noted the satisfactory bar stock reports and trading analysis, a copy of which had been circulated to members. The Hall Manager advised that bar sales for the New Years Eve event had increased takings. Cllr Riordan, whilst appreciating that income can fluctuate dependant on hires, asked the Hall Manager if she could provide a guestimate of income from the bars for the next financial year which would assist the Council in setting the precept.

8. Football Pitches/Match Arrangements.

The Hall Manager reported that there had been no further issues raised by the local resident who had come back to the Hall Manager and thanked her for dealing with the matter, **ON THE PROPOSITION** of Cllr Shaw, **SECONDED BY** Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that this item be deferred to the March Leisure Services Committee Meeting, the Hall Manager to contact the local resident prior to this meeting to advise them that the situation was being monitored by the Council and to let the Hall Manager know if there were any problems.

The Hall Manager referred members to Facebook on which people were invited to leave comments about venues and the compliments and photographs posted by hirers about Arden Hall. Cllr Kevin Shaw asked the Hall Manager to pass congratulations back to her Team. The Assistant Clerk was asked to include use of Social Media and Facebook as an Agenda Item for Full Council to consider.

9. Budget Planning 2016/2017.

Members noted that there was no new salary information and the Clerk had advised that the budgets would be on the agenda of the next Finance & General Purposes Committee for consideration.

ACTION

Asst Clerk

Hall Mgr

Hall Mgr

9.a Clerk’s Office – consideration of new flooring/telephone socket.

Cllr Mrs Allen asked for this item to be considered. The Vice-Chairman suggested that this item be deferred to the Finance & General Purposes Committee. Members noted that the Finance Committee had no delegated authority to deal with this item, even though the Finance Committee may have an approved budget. **ON THE PROPOSITION** of Cllr Riordan, **SECONDED BY** Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that this matter be considered by full Council for the Terms of Reference of the Finance & General Purposes Committee to be amended to include maintenance and management of the Council Office, this item to be deferred to Finance & General Purposes Committee pending review of Terms of Reference by Full Council.

9.b Carpark Lighting

Following on from discussion during the Manager’s Report **ON THE PROPOSITION** of Cllr Riordan, **SECONDED BY** Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the Hall Manager contact the Contractor to ask him to arrange for the work to be undertaken as a matter of urgency and if he could not arrange for the work to be undertaken within 7 days, the Council would have to find another contractor who could undertake the work.

9.c Boundary Wall adjacent to the driveway

Members considered the potential situation and **ON THE PROPOSITION** of Cllr Riordan, **SECONDED BY** Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that legal advice regarding ownership of the boundary wall fence should be taken prior to any contact with the adjacent owner.

10. Storage for Hirers.

The Vice-Chairman outlined the history regarding the existing storage for hirers and the proposed installation of two new garages which had been approved in principle at the Council Meeting on 25th November 2015, subject to conditions.

Members considered the potential cost for knocking the existing garages down and considered various issues, such as the boiler room, back stage flue, the electrics plus the issue of asbestos and the location of the new garages.

Cllr Shaw indicated that if there was no asbestos and the services were disconnected, and the council arranged for skips, he would voluntarily take the garages down, at no cost. An estimate of costs of a ‘friend of Arden Hall’.

Cllr Shaw advised members that he could make arrangements for a speaker to attend a future Leisure Services Committee Meeting to talk on asbestos and safety matters, which the Clerk had referred to the Committee Chairman. This would be arranged, with the wardens being invited to attend. The Hall Manager responded to questions from members regarding the current situation. **ON THE PROPOSITION** of the Vice-Chairman, **SECONDED BY** Cllr Shaw, **IT WAS UNANIMOUSLY RESOLVED** that a) clarification of commercial rent for a garage be obtained, b) the Hall Manager speak to the Theatre Group and extend the time for their response, c) a letter be sent to the Cricket Club advising that because of the condition of the garages it will be necessary for the Parish Council to arrange for them to be demolished and if replacement garages are provided, would they consider paying the commercial rent for use and storage within one garage

11. Working Party Reports

Cllr Mrs Allen reported to members on the recent meeting with the Grounds Maintenance Contractor, that she had attended together with Cllr Knibb. Various issues had been discussed including the condition of the pitch and the goalposts. The contractor had agreed to liaise with the Warden over removal of the goalposts the following week to enable appropriate remedial works to be undertaken. The moss on the tennis court had been raised and the contractor asked to clear the moss.

Hall Mgr

LSC
2/3/16
Hall Mgr
tbc

The ditches had been cleared by the contractor but clarification was requested by a member on the satisfactory completion and checking process for the council.

ON THE PROPOSITION of the Cllr Mrs Allen, **SECONDED BY** Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the contractor be asked to clear the ditches, which required clearing again.

12. Hire Incident

The Hall Manager updated members. Members also noted the update provided by Cllr Mrs Ward. The Vice-Chairman advised that the Council need to put in place rules and regulations to prevent similar instances occurring covering what Hirers can do/not do and **ON THE PROPOSITION** of the Vice-Chairman, **SECONDED BY** Cllr Mrs Allen, **IT WAS UNANIMOUSLY RESOLVED** that the Assistant Clerk email all Leisure Services Committee members, to ask if members would be prepared to attend a Leisure Services Working Party Meeting to look at the issues regarding future events to be held at the pavilion and the club licence, in particular, how any new measures which may be introduced can be regulated and enforced. The Working Party Meeting to be held on the Wednesday in the month when no meetings are held. The Hall Manager to attend, together with the Clerk to be invited to attend/ have an input.

13. Reinstallation of Bench at Sensory Peace Garden

Members noted that the Peace Tree was not sufficiently mature and Midland Forestry to be asked if it can continue to store the bench for a further period of upto 6 months. Cllr Mrs Allen suggested that if the contractor could not continue to store the bench, it could possibly go in the Memorial Garden.

14. Village Green Notice Board

Members considered the request for a substitute header board and printed information panels for the Youth Council Sensory Peace Garden, together with the suggestion that this project be transferred to the Finance & General Purposes Committee. **ON THE PROPOSITION** of Cllr Riordan, **SECONDED BY** Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that this project remain with the Leisure Services Committee and a quotation be obtained for a substitute header board and also information panels for the Youth Council Sensory Peace Garden to be incorporated on the noticeboard.

15. Residents' Concerns.

Members noted the report.

16. Clerk's Report.

Information from the Clerk had been reported earlier in the meeting.