
**MINUTES OF THE MEETING OF
THE STAFFING PANEL
HELD IN ARDEN HALL, CASTLE BROMWICH
ON THURSDAY 7TH FEBRUARY 2008
AT 6.30 PM**

Those present:

Chairman: Cllr Mrs. A. Haywood

Councillors:

Cllr J Riordan

Cllr A Terry

Officer: Mrs C Tibbles

Public: None.

1. Apologies.

None.

2. Declarations of Pecuniary or other interests.

There were no interests declared.

3. Minutes of the previous Meeting.

ON THE PROPOSITION OF Cllr Riordan, **SECONDED** by Cllr Terry, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on 6th December, 2007 be accepted as a true and correct record of the Meeting.

4. Review of Staff Policies and documents.

References to the Staff Panel had been included in the circulated Discipline and Grievance policy and no other changes made, as it was based on the NALC recommended model. **IT WAS UNANIMOUSLY RESOLVED** to adopt the revised policy. A working party meeting would be held in the future to review the Staff Handbook.

5. Staff Matters.

Under confidential terms, the Clerk's terms and conditions were discussed and a request for overtime payments considered. Everyone was in agreement that no decision be taken at this stage as alternative solutions were preferable.

Under confidential terms, the Clerk updated members on staff matters with actions prioritised to address areas of concern.

Under confidential terms, two letters were considered by the Panel for investigation in line with Council policy and **IT WAS UNANIMOUSLY RESOLVED** that the Chairman respond to the letters.

ACTION

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE**

**HELD IN ARDEN HALL, CASTLE BROMWICH ON
WEDNESDAY, 7TH FEBRUARY 2007**

AT 7.30 PM

Clerk
8/2/08

Those present:

Clerk
11/2/08

Chairman Cllr J Riordan

Councillors

Cllr J Gibbins
Cllr Mrs. A Haywood
Cllr D Kettle
Cllr C Pearce
Cllr Mrs. J Smith
Cllr Mrs. B Wilkins

Officers: Mrs. C Tibbles, Clerk to the Council

1. Apologies.

Apologies had been received from Cllr M Hughes and Cllr Miss J Ward and were accepted for the reasons given.

2. Declarations of pecuniary or other interests.

None declared.

3. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Mrs Haywood, **SECONDED** by Cllr Pearce, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday 3rd January 2007, having been circulated, be signed as a true and correct record of the Meeting.

4. Manager's Report.

The report to members (that had been prepared by the Clerk in the continued absence of the Hall Manager) was noted. The Clerk added that a Bar Assistant had stated their intention to resign which, when received, she would ask Miss Ratcliffe to deal with. After discussion and **ON THE PROPOSITION** of Cllr Gibbins, **IT WAS UNANIMOUSLY RESOLVED** that letters of appreciation should be sent to Miss Ratcliffe and Mr. Witten for the efforts they were making in the absence of the Mr. Watts. **IT WAS FURTHER RESOLVED** that the subject of their additional hours be discussed again at the next meeting. The Chairman felt that thanks should also be recorded to the Clerk for the extra work and responsibility she was undertaking. Members discussed the two complaints received about the New Year's Eve function and the reply drafted by Mr. Witten was approved in principal, with minor alterations.

5. Bar Stock Report.

Under confidential terms, members noted the report which detailed the results of the stock take by Miss Ratcliffe and the auditor.

6. Residents' Concerns.

Noted by members.

7. Communications.

Routine communications received since last meeting were noted as follows: Gloucester City Council Market's Leaflet; Castle Bromwich Gazette; leaflet on Flooring Company specialist services; WALC White Paper Briefing – Tuesday, 20/2/07 at 7 p.m., Warwick; DDA Legal Briefing Update (NALC); Solihull Times; BT Phone book advertising options; Opportunities Bulletin; Veterans World; Shaw's council publications; DEFRA consultation: The Commons Act 2006, Protection of Common Land in England (response deadline 26/3/07); NS Business Forum Bulletin February 07; Post Office Network Consultation DTI; WALC newsletter; Solihull Times; DIS Extra bulletins; National Savings Interest Rates; Sport in the Community – Strategy for Solihull Consultation (deadline 9th February); Sage Payroll Solutions Newsletter; Castle Bromwich Junior School 'Walking Bus Proposals' for using Arden Hall car park (agreed in principal); Cleaning Services A Kleen; Safer Food Better Business training opportunity; Promoting Business Continuity; Clerks & Councils Direct; ACAS Newsletter; The Clerk Journal; enquiry from Mr. Rashid about becoming a Parish Councillor; Solihull Care Trust Board Agenda; Inaugural Conference for Practitioners (Clerks – Stoke-on-Trent); Good Hope Hospital Merger consultation document. Also received: quote to install fluorescent lighting in Spencer Lounge; confirmation from NS&I of transfer of £25,000 from reserves to the general fund; parish boundary maps from Solihull MBC; WM Pension technical brief and Year End arrangements; Opportunities Bulletin; Waste Transfer Note; Standing for Election NALC briefing; PRS Music Certificate; LCAS bulletin admin changes; Staff information on Good Hope merger; sales flyer for N E Cox Building Services.

8. Review of Smoking and Parish Council regulations.

Members discussed the new smoking legislation and **IT WAS UNANIMOUSLY RESOLVED** that information notices be displayed stating planned compliance with the 1st July national implementation date. The Hire Regulations would also be amended to reflect the changes to non-smoking buildings, with the opportunity taken to also increase the required deposit for bookings to £150 from 1st April, 2007 as this had not changed for many years.

9. Lottery Funding Application – Arden Hall and Community Regeneration.

Cllr Gibbins again reminded members of the current position and Cllr Mrs. Haywood volunteered to undertake an assessment of the information currently on file. The Chairman, Cllr Pearce and Cllr Mrs. Smith all offered to help further and the Clerk said members of the Building Working Party were Cllr Gibbins, Cllr Hughes, Cllr Kettle, Cllr Riordan and Cllr Mrs. Haywood. Members of Finance and General Purposes Committee would also be invited to assist with the funding application.

10. Accounts.

On the **PROPOSITION** of Cllr Kettle, **SECONDED** by Cllr Pearce, **IT WAS UNANIMOUSLY RESOLVED** that the accounts as set out in the enclosure be approved.

11. Clerk's Report/Open Spaces Report.

The Clerk reported that a query had been received from the Cricket and Sports Club relating to the charge for extra time on New Year's Eve which she hoped to investigate in line with hire regulations and previous practice. Members agreed that charges for a premium night were reasonable and confirmed that B rate did not apply in Arden Hall on this evening, with any hirer having extended bar hours (once a year event) being expected to pay the £50 charge. Paul Messenger had asked for the Warden to lock on 3 evenings when he would be unavailable and this had been arranged; the tennis nets had not yet been ordered and a message received from the contractor about increased cost of removing the moss (thankfully this had been successfully resolved without an increase to the Council being

incurred); request by the Club about feedback from councillors on Clubroom lighting and tiling improvements and Cllr Mrs. Haywood was pleased to commend the work. She also commented that there were fewer ASB disturbances during her hire sessions in the Pavilion but expressed concerns about kitchen standards. **IT WAS RESOLVED** that the hire regulation relating to admission of animals could be suspended temporarily by the Clerk to allow parents to arrange for “the animal man” to attend children’s parties. Surprise entertainers at private functions was also discussed by members and not deemed to be a problem. The Clerk reported a new pavilion block booking for 2 morning sessions had been made by the Castle Bromwich Children’s Centre to the value of £1100. She had visited Hob Farm to discuss ASB and damage by intruders but as the contractor had failed to arrive she had since telephoned to ask for rectification of gate problems. A dead bird had been reported by a resident and advice given to them by police/Defra had been followed. Information on bird flu had since been researched and was available from Clerk. She was still trying to make progress with revision of dog byelaws; she needed to arrange a further visit to the Land Registry in Coventry but not until she had checked recently received documents. The playground maintenance site meeting was still overdue but a tour of all Open Spaces had been undertaken with the new grounds maintenance contractor, kindly accompanied by Cllr Riordan and she looked forward to establishing a good working relationship. Financial information had been supplied to an unsuccessful tenderer as recently requested, in line with advice received from WALC.

Under confidential terms, the Clerk reported issuing three disciplinary written warnings to staff; for failing to meet hirer’s needs; for compromising security and **IT WAS UNANIMOUSLY RESOLVED** that the measures outlined by the Clerk should be followed, with replacement keys remaining on site; for a serious financial error but she was confident that full recovery would be achieved, although acknowledging the cost of her time, loss of bank interest and consequential cashflow problem. Retraining had been given to clarify understanding and firm instructions to use helpline support for non-standard procedures.

She had attended the funeral of Haydn Conley, President of Cricket & Sports Club and hoped to personally support a planned memorial event; attended a Breakfast Meeting to glean information about rebuilding of community hub centres in North Solihull; met Borough Council Officers regarding adopted highways near Village Green and parking problems reported to Borough Council by residents. She requested members consider the half-term football coaching scheme and on the **PROPOSITION** of Cllr Kettle, **IT WAS UNANIMOUSLY RESOLVED** that £20 should be charged for the three days and that access to the dressing room/toilet be authorized for players and spectators, subject to restrictions of other hirers, with storage of posts and nets during the 3 days in a dressing room. Cllr Gibbins also reported that NJF Coaching had requested some provision for hot drinks on Saturday mornings and **IT WAS FURTHER RESOLVED** that an outside table and flasks of hot water be provided when possible by the Warden, with the soccer coaches providing refreshments. The Clerk asked that the organizers also be made aware of public safety, possible ASB interference, insurance, litter and actual location of table. Cllr Gibbins also hoped that a new indoor sporting facility could eventually be provided by the Parish Council but this would be a longer term aim which he hoped could be feasible with the enthusiasm of the soccer coaches. Cllr Gibbins took the opportunity again to invite members to attend the Guides and Brownies Thinking Day service **IT WAS RESOLVED** that Mrs. Haycock write to confirm the acceptance of Cllr Gibbins, Cllr Mrs. Wilkins and Cllr Riordan. The Clerk was pleased to report that the draft website was nearly completed and paid tribute to the tremendous work done by the Chairman. He asked members to view the nearly completed draft website as every word needed to be checked. If access to the