

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY, 7TH OCTOBER 2015
AT 7.30 PM**

Those present:

Vice-Chairman Cllr Mrs. A Haywood

Councillors Cllr Mrs. P Allen Cllr Hayes Cllr K Shaw
Cllr E Knibb Cllr M Rashid Cllr Miss J Ward
[except part Item 12] Cllr J Riordan

Officers: Mrs. C Tibbles, Clerk to the Council/RFO
Mrs. T Kite, Hall Manager

Public: 4 members of the public [Items 1-5 only]

1. Apologies.

The apologies from 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. Allen, **SECONDED BY** Cllr Knibb, **IT WAS RESOLVED** that the Minutes of the Meeting held on 2nd September, 2015, having been circulated, be signed as a true and correct record of the Meeting.

5. Questions from the Public.

Under Standing Order 3(d), the Vice-Chairman temporarily suspended standing orders for 15 minutes and welcomed members of the public to the meeting. They were invited to ask questions. A resident of the Beechcroft ward said that 5 footballs had landed in his and neighbouring gardens from games played last Sunday – 2 were returned to the team manager, 2 were duly brought to this meeting to handover to the council and 1 had not yet been found. Although there were only 2 games on the pitch nearest to them instead of 3 the weekend before, they hoped for further improvements. The pitch layout had been provided to him and having spoken to the Hall Manager, he had established that each week she supplied a list of match fixtures to the Wardens and that the Wardens allocated the pitches, although this was initially denied by Wardens he spoke to, it was later confirmed as correct. He believed the blackboard was not always made up and last weekend had seen an U13 and U15 match on the pitch nearest to the houses. Neighbours were pleased by this improvement but felt it would be better if only one match was played. He suggested pitches should be re-marked and a younger team placed there, which was an idea endorsed by the groundsman of the cricket club. Having established there were 16 youth teams playing, he calculated an average of 8 home matches each week and it was not balanced to have 3 on their pitch. The Vice-Chairman thanked residents for the additional information and for their representation the previous week to highlight the problems. She explained their information was the first step and that the council was grateful for that. Letters had been given to all teams playing the previous weekend and a resident thanked the Council for supplying copies of it. The Vice-Chairman added that the council and its staff would gain further understanding to

ACTION

work on solutions to discuss with the Club. A resident asked again about who was liable for any damage and the Clerk replied this was still awaiting clarification. A member empathized with residents as he and his neighbours had experienced similar problems at another location. It was confirmed that bins had been bought by the council and provided to teams to use but unfortunately this had varying degrees of success. Residents thanked the council for displaying new signs to request ball games not be played by the fences and then left the meeting.

ACTION

6. Manager’s Report and Hire issues.

Members noted the Hall Manager’s report and the additional confirmation of current football arrangements. Members clarified what further details they required to investigate further. The Hall Manager had not been able to arrange quotations for a roof survey, using the council resolution. She was also unsure what could be spent. Members discussed this at length and **ON THE PROPOSITION** of Cllr Hayes, **SECONDED BY** Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the Hall Manager should seek 3 quotes for a survey of all Arden Hall roof areas, with this being placed on every future agenda until it was concluded. Following a question, discussions took place on both capital/repairs budgets and earmarked reserves, members being reminded this was one of the three priority jobs set for completion during the current year. The Hall Manager was asked to seek quotations for 280 chairs so that a decision could be made at the next meeting. The Clerk asked that the broken wooden lounge table be replaced. Members considered Village Green bollard replacement and noted the discount offered. However, two members volunteered to do this and confirmed to the Hall Manager the quantity of materials required. The Vice-Chairman expressed her thanks and an update was requested for the next meeting. Members noted that the quotes for two mobile phones that the Assistant Manager had been asked to purchase and **IT WAS AGREED** this decision had been previously authorised and should be made by the Hall Manager. The staffing update was noted. In response to a question, the Hall Manager explained that Wardens had forgotten to lock a park gate one evening but other nights had been covered. The Hall Manager was asked about damage at Bradford Gardens but was unsure if it had been actioned by staff. She was additionally asked to report on why the gates were not open at the park on 23rd August, in addition to the incident previously reported by residents.

Hall Mgr
asap

Clerk
on-going

Hall Mgr
28/10

KS/EH
4/11

Hall Mgr
asap

Hall Mgr
4/11

Hall Mgr
4/11

7. Bar Stock Report.

Members discussed the bar stock reports and noted the re-submitted figures for the previous two stock periods, which the Hall Manager had corrected to show a July deficit of 2.35 %, followed by an August surplus of 1.67%.. Following discussion, **IT WAS AGREED** that the confirmed acceptable parameters for discrepancies was +/- 3% of gross turnover. The trading analysis was noted.

8. Report on Storage for Hirers.

Following deferment from the last meeting, the Hall Manager was not in possession of any further information. She suggested speaking to the Club for an update on their current storage needs to ensure expectations were still matched. Members were reminded of their decision to demolish the garages and move council and hirer equipment to the workshop building, which could not be extended due to exorbitant cost. The current hirer had been given substantial notice to leave and their suggestion to let them acquire free metal storage containers had not been fulfilled. Therefore no alternative feasible solution had been found. The Clerk was asked to request the Chairman to send any alternative information that he had researched.

Hall Mgr
4/11

Clerk/IRH
4/11

9. Request from hirers to hold events to fundraise and donate to the parish council for support of the arts.

Cllr Hayes explained that he had initially been approached for his views on the

establishment of a new group and had asked for them to put proposals in writing to the parish council. In the absence of anything being received he concluded that perhaps their idea was not being pursued. **IT WAS AGREED** to defer consideration until written proposals were received. The Hall Manager was thanked by the Vice-Chairman for her attendance at the meeting. The Hall Manager volunteered to stay for the remainder of the meeting.

ACTION

10. Byelaw Enforcement/Protection of Open Spaces.

Members noted the potential need for additional protection measures and would consider the matter further when a report was received.

Clerk
asap

11. Access over Council Land.

Members discussed the legal advice received and following careful consideration, **ON THE PROPOSITION** of the Vice-Chairman, **SECONDED BY** Cllr Hayes, **IT WAS UNANIMOUSLY RESOLVED** that the initial step for the council should be to write about the need for repair work (as advised by the solicitor in note no 1) to persons receiving benefit of the right of way under the initial agreement, the letter being drafted by the solicitor and to be sent by the Clerk.

Clerk
asap

12. Grounds Maintenance.

At the request of Cllr Mrs. Allen, members discussed council management of the wildflower planting areas. Following consideration, it was not clear if the contractor had been asked by Wardens about the wildflower area of Bradford Gardens being mown over. However, a member thought it may have been cut by another company working on parish land in error. The Hall Manager was asked to verify with the Wardens whether the information they had mapped out in April after planting had been passed on and confirmed to the contractor. Cllr Mrs. Allen agreed it was important for this work to be kept up with but the Hall Manager disputed she had any responsibility for Open Spaces and wasn't aware of the locations. Cllr Mrs. Allen also asked the Hall Manager if the Wardens had directly requested the contractor to undertake aeration of the pitches. Members agreed the importance of the contract being monitored for completion. The Vice-Chairman noted that action needed to be taken accordingly and asked for a report back to the next meeting.

Hall Mgr
14/10

Hall Mgr
14/10

Hall Mgr
4/11

13. Village Green Notice Board.

Members noted that Cllr Mrs. Allen had contacted Park Hall Academy to ask if the school could help with the header boards. The Clerk said an installation date had not yet been arranged, although it was due soon. She asked members to consider what information they wished to have on display, how many keys would be required, who would be responsible for putting information on, who would search for a printer to produce the permanent centre display of byelaws and what pictograms should be displayed (e.g. no dog fouling, no golf etc). Cllr Knibb was asked to design the centre board.

EK
tbc

14. Working Parties.

Members noted the suggestion that 'walkrounds' may be helpful if done more regularly and it was suggested to undertake them every 4 months.

15. Residents' Concerns.

Members noted the report.

16. Clerk's Report.

The Clerk reported that she had concerns about several trees in two locations that may require crown lifting and two members volunteered to meet the tree surgeon, with recommendations to be given to the Clerk for delegated action. Cllr Shaw consented for his contact information to be passed and was thanked by the Clerk, who undertook to make the initial request to the company. The Clerk was awaiting confirmation from a solicitor that the legal claim for injury received the previous week had been redirected to the appropriate authority.

Clerk
KS/AEH
tbc

DRAFT