
**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL,
CASTLE BROMWICH ON
WEDNESDAY, 7TH NOVEMBER 2007
AT 7.30 PM**

Those present:

Chairman Cllr J Riordan

Councillors

Cllr Mrs. P Allen
Cllr J Gibbins
Cllr E Knibb
Cllr Mrs. A Haywood
Cllr M Rashid

[Items 1 – 11 only]

Cllr Mrs. J Smith
Cllr Mrs. B Wilkins

Officers: Mrs. C Tibbles, Clerk to the Council
Public: None.

1. Apologies.

The apologies from Cllr Miss J Ward were accepted for the reason 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 Mrs. Wilkins, **IT WAS RESOLVED** that the Minutes of the Meeting held on Wednesday 3rd October, 2007, having been circulated, be signed as a true and correct record of the Meeting.

4. Manager's Report and Arden Hall issues.

Members considered the October report written by Mr. Witten/Ms Ratcliffe, in the absence of the Hall Manager, and discussed some of the suggestions made. **ON THE PROPOSITION** of the Chairman, **SECONDED** by Cllr Mrs. Wilkins, **IT WAS RESOLVED** to increase the refund by a further £10.50 to the hirer who had cancelled the use of the piano. **ON THE PROPOSITION** of Cllr Mrs. Wilkins, **SECONDED** by Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** to allow 12-17 year old non-alcoholic birthday parties in the York Room from January onwards, subject to a maximum of 30 people with a family basis which must include 4 named responsible adults (with parental controls) and the latest finish time being 10 pm. The draft letter from Mr. Witten in response to the cleaning complaint was approved in principal, subject to minor amendments, and he was commended for accepting responsibility, although the incident was regrettable. Members considered briefly the disposal of surplus crockery (e.g. Greek restaurant) and the Clerk hoped to approach caterer(s) to assess interest. The Clerk reported Bridal Fayre planning was underway for 30th March 2008 and a discount voucher scheme to be trialled in the programme to track new hall bookings.

Cllr Gibbins reported that Mr. Witten had approached Phoenix to sing at the Carol Concert

but that he had already an acceptance from Castle Bromwich Singers too. Cllr Mrs Haywood was concerned with the high number of people attending last year and thought tickets would be a good control measure and recommended proper consideration for 2008. Cllr Mrs. Wilkins thought admission needed to be restricted but opening the Lounge could increase capacity. Cllr Mrs. Allen suggested extending to 2 shows but there was no availability for this at short notice. Cllr Riordan asked if people should be turned away and **IT WAS RESOLVED** that this may be necessary if capacity limits were reached. Cllr Knibb expressed his concerns. The Clerk confirmed the Parish Council was the hirer and responsibility did not rest with Age Concern. Cllr Gibbins confirmed he was happy to meet everyone involved, check number of children expected and dressing rooms and deal with the arrangements appropriately. Under confidential terms, a staffing idea proposed by Cllr Feasey was discussed.

Members had received quotations for the frontage replacement and **IT WAS RESOLVED** that Ms Ratcliffe seek further quotations from Fensa registered companies, possibly from the Shipshape register and points queried were available funding; planning permission; possible porch to enclose Windsor Room; floor repairs; creating Booking Office. Cllr Riordan felt £15,000 must be made available and Cllr Gibbins suggested putting £5,000 of the existing Capital Projects money into earmarked reserves and putting £15,000 into the budget the following year to give some spare capacity. New chairs had been purchased for the York Room. Gary Wilson to be invited to the December meeting.

5. Bar Stock Reports.

Under confidential terms, members noted the stock reports and the missing waste breakdown. The bar trading analysis showed one function with incorrect hourly takings and **ON THE PROPOSITION** of Cllr Knibb, **IT WAS RESOLVED** that future reports include the cost of sales from the PLU breakdown in the analysis box.

6. Residents' Concerns.

Members noted the circulated information and Cllr Mrs Smith said she had asked the Solihull MBC to paint out graffiti on a resident's garage; asked the neighbourhood police to meet and discuss Hob Farm anti-social behaviour, spoken to Mrs. Rhodes about her concerns at the Village Green. The Chairman had found a road sign left deliberately in the road at The Green and hoped a joint meeting could be held, including the police, to formulate action.

7. Communications.

Routine communications as listed on agenda were noted and the Clerk tabled a report from Ian Clarkson on the Hob Farm Fusion project soccer coaching.

8. Budget Preparation 2008/09.

After consideration, **IT WAS RESOLVED** that priorities of this Committee should be Arden Hall frontage replacement, foyer floor repairs/booking office, York Room air conditioning, management of trees (particularly diseased). Cllr Mrs. Wilkins suggested the hire charges remain the same and no increase applied.

9. NALC Advice on Public Participation during meetings.

ON THE PROPOSITION of Cllr Mrs. Wilkins, **IT WAS RESOLVED** to refer this topic to the Working Party meeting who would be reviewing Standing Orders.

10. Drainage problems of residents on Water Orton Road.

Cllr Riordan and the Clerk had met with Community Payback representatives in the park to examine the ditch and the work required to clear the ditch as outlined by Severn Trent/Solihull MBC, on an unpaid basis. A preliminary agreement was being drawn up and **IT**

WAS RESOLVED the Clerk continue negotiations to enable the work to go ahead and investigate other avenues of work that could be undertaken by volunteers in inclement weather (e.g. decorating/cleaning at Arden Hall).

11. Cricket & Sports Club Development Committee.

Members discussed the request for a further meeting and **IT WAS RESOLVED** to extend an invitation to the next Leisure Services Committee meeting. Members would wish to clarify the request for a safety fence (different location preferred by Council); differences since last presentation; agreement to callout for alarms if 2nd set of keys issued, plans for ladies toilet/showers and refurbishment/extension of bar area.

12. Payments.

ON THE PROPOSITION of Cllr Mrs. Wilkins, **SECONDED** by Cllr Mrs. Haywood, **IT WAS RESOLVED** that the payments as set out in the enclosure be approved.

13. Clerk's Report/Open Spaces Report.

The Clerk reported on the outstanding action points from the last meeting: there had been no volunteers to research solar panels on the roof and the recommended silver protection painting, therefore no contact made; order was placed for the tree inspection but no date yet agreed, the emergency tree felling – one completed, one awaiting permission from the Borough Council. There had been no progress to report by Cllr Mrs. Haywood on the Coleshill Town Band performance, the Grantfinder project had been cancelled by her when the company rang to arrange a meeting and she had suggested they contact Cllr Gibbins in 6 months time as they wished to review our progress.

She informed members that a new Park Warden had started work promptly, with a quick induction and own CRB check already provided. She would seek a medical report and organise special uniform requirements. The quotation tabled for grounds maintenance improvements was deferred to the December meeting. The recent door replacements had not gone smoothly or as expected. There had been a couple of problems with Hob Farm locking reported by helpful residents.

She then requested help in assessing a digital camera which was on trial (for £30) and, if purchased, appealed for a councillor to act as photographer at events; an updated Carol Service sheet from the previous year was handed to Cllr Gibbins to aid his planning; she requested a volunteer to write timings of the Remembrance service. She confirmed the national pay award had been agreed at 2.475% (average) and no objections were raised to this being implemented, under her delegated powers, immediately the pay scales were received with pay being backdated to 1st April. Her priorities were committee administration, bank reconciliations, budget reviews and summary updates to prepare for budget planning 08/09 and precept levels. An artist had offered to display his work in Arden Hall and members agreed to view his work at a date to be arranged as this could brighten the building up in a different way.

Clerk
16/11

Asst. Clerk
9/11

Clerk
Dec 07

ACTION
JG
On-going

NR

Clerk
28/11

NR
26/11

Budget
WP
23/11

Working Party
21/11

Clerk On-going

Clerk
9/11

ay Tibbles (Mrs.)
Clerk to the Council.

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athy Tibbles (Mrs.)
Clerk to the Council.

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ACTION

Clerk
9/11

CH
8/11

Clerk
28/11

Clerk
Nov/ Dec.

Clerk
Dec.