

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY, 10TH JULY 2013
AT 8.30 PM**

Those present:

- Chairman** Cllr Mrs. A Haywood
- Councillors** Cllr Mrs. P Allen Cllr I Hiley Cllr Miss J Ward
 Cllr M Hayes Cllr E Knibb Cllr J Whelan
 Cllr E Hicks Cllr M Rashid
- [Items 1-5 only]
- Officers:** Mrs. C Tibbles, Clerk to the Council/RFO
 Mrs. T Kite, Hall Manager/Licensee
- Public:** 14 members of the public.

ACTION

1. Apologies.

The apologies from Cllr R Amos and Cllr Mrs. Wilkins were noted for the reasons given.

2. Declarations of personal or conflict of interests.

None declared.

3. Dispensations.

None requested.

4. Stage Lighting Update.

The Chairman invited the Hall Manager to update everyone of changes since the hirers attended the Leisure Services Committee meeting in March. Mrs. Kite reminded everyone that the stage lighting equipment had been recommended to be removed following reports from Stage Lighting and Production Facilities, Kings Fire and Electrical and the council's own electrician. Since the March meeting, the Council had instructed that all of the old wiring should be removed as recommended in the reports. New LED working lights had been fitted on stage to enable better lighting for day to day use. Two alternative quotes had been received, one for LED stage production lighting costing in the region of £23,000 and one for like for like replacement lighting costing in the region of £25,500. In 2012 the parish council received £190.85 in hire fees for stage lighting. In 2012 the parish council paid out £2684.39 on repairs/upkeep of the stage and lighting equipment. The prior arrangements for groups had been: groups supplied their own sound and light operatives; groups were allowed to bring their own equipment in as long as it had been PAT tested; groups should always report any problems to the Arden Hall office at the time they happened.

The council was responsible for the maintenance of the equipment and ensuring health and safety regulations were adhered to. She advised the council would now need to consider the following points:

1. Frequency of full stage lighting use.
2. Who/how would any new systems be operated?
3. Who/how would any new system be maintained?
4. What options could be financially affordable?
5. What options could be financially justified?
6. What options need to be referred for grant funding?

Mrs. Kite added that the council could utilise the old stage lanterns by mounting them on T bars. The Chairman thanked Mrs. Kite for her update.

5. Stage Lighting Quotations.

The Chairman stated that two quotations had been received and studied, with a composite figures in the region of £23-25,000 and the Council had requested they be broken down. Both quotes seemed to be geared up for theatre productions in much larger establishments. At the invitation of the Chairman, all councillors and members of the public adjourned to the Hall to look at the 20watt LED lights that had been installed for basic day-to-day usage. Explanations were given on the difference between working lights, stage lights, spotlight and follow spots; use and flexibility of free-standing T-bars with lights and dimmers; safety benefit of working at ground level and not requiring ladders, use of gels, council responsibility for health and safety, hirer responsibility for their own risk assessments, compliance by hirers with regulations, council support for hirers with sourcing grant funding. After looking at the lights everyone left the Hall and returned to the meeting.

6. Hirer Requests.

In accordance with Standing Orders the meeting was temporarily suspended to allow an opportunity for members of the public to speak. A spokesman for Castle Bromwich Theatre Group said as long as they could get three colour washes (red, blue and green) on the stage and a few spotlights their needs were met for plays but for pantomimes they would hire follow spots. He welcomed the use of lights lower down on a T bar which should be at the front of the stage, as it had always been difficult using lights from the side walls. It would also be much safer as it removed the need to use ladders. The Chairman replied that the new system would greatly enhance flexibility as different hirers could choose, within reason, where they placed the lights, whether they were low or high, dimmed or not, with or without gels. The Hall Manager asked if 2 or 4 T bars were needed and he requested 4 if possible. The Hall Manager said how many lights on each bar would depend on how many lanterns passed the safety checks when they were taken down. The Theatre Group President asked if the dimmer unit worked for separate lights or all of them and the Hall Manager replied that would depend on the dimmer box prices and a member suggested there could be a mixture. The Theatre Group Chairman said that their needs couldn't all be done with a wash and their spokesman replied that he could make it range from cold to warm to white and so on, especially if gels/lights were dimmed separately. The Hall Manager said it was really important to start the changes and then see if small additions were necessary later once it was operating. The Chairman said the council had endeavoured to get this done and still strived to complete it, explaining that wiring was the main failure, more so than the actual lanterns. A representative from Beebee Productions said all they required was basic lighting, colour gels to get the wash and 2 T-bars would fulfill their needs. The Chairman of Castle Bromwich Singers said if the spokesman for Theatre Group was happy their needs were met then it would be okay for the Singers shows and thanked the council for their hard work in solving this matter. He asked how many lights on the bars and the Hall Manager repeated there would be 3 or 4 depending on the lanterns taken down. The Chairman thanked the hire groups for letting the council clearly know what they needed. A question was asked if the lights were okay to use now and the Hall Manager replied that the stage wiring was not safe and being removed. A representative from Spectrum asked when the work would be done as they had 2 shows before December. The Hall Manager replied it would be sooner rather than later as several other customers used the stage. The Chairman reassured visitors that it would be in the next few weeks and thanked the Hall Manager and the Clerk for working so hard on solutions. The Chairman reminded members that the refurbishment of the Windsor Room was scheduled for August and it was explained that this special meeting of the Leisure Services Committee had been arranged to

avoid waiting until September to make a decision. The President of Castle Bromwich Theatre Group asked if the ring main would be able to power the lights and the Hall Manager said she had been advised it would. The Chairman encouraged the groups to ring the Hall Manager or the Clerk if they had any concerns. The Chairman of Castle Bromwich Theatre Group asked about the sound system and the Hall Manager said it had been broken in January 2012 and groups making their own arrangements since then. The Hall had some facilities and many shows used that equipment quite happily for their music. A member asked Castle Bromwich Singers if the sound equipment they had been grant funded could be shared with the Theatre Group? However, Castle Bromwich Singers Chairman seemed unsure whether the conditions of the grant would allow that. The parish council had already suggested that groups could look at grant funding and the Chairman reaffirmed that support would be given to their applications. In the absence of further questions, at 9.04 pm the Chairman re-opened the meeting to continue proceedings.

7. Grant Funding Opportunities.

Members noted the information previously obtained and the Clerk had copies available on request. [Clerk's note: these were distributed at the end of the meeting.]

8. Other Stage Issues.

With the consent of members and in accordance with Standing Orders, at 9.06 pm the meeting was temporarily suspended to allow an opportunity for members of the public to speak on other stage issues. A member of Castle Bromwich Theatre Group questioned the stage curtains failing to work properly at the last dance show. The Hall Manager replied that she had neither seen or been informed of any problem and the hirer was in frequent contact, returning the next weekend for another show but she would be happy to investigate further. A question was asked about swivel bars for the side curtain and the Hall Manager said they had been located and would be put back up on the side stage. Castle Bromwich Singers asked if they could hang their projector from the stage ceiling and microphones and the Hall Manager read an extract from the report saying "under no circumstances should any scenery or cloths be hung on the RSJ supporting infrastructure over the stage". The Chairman reminded everyone that recent refurbishment had started with the Hall and the stage would be the next part. The Council wanted to work with groups for their production to be successful and saw this meeting as a step forward. She wished them every success in the future and at 9.10 pm the Chairman re-opened the meeting to continue proceedings. **IT WAS AGREED** that since hirers now more clearly understood what had originally been intended and in the absence of any further concerns of hirers that had not been addressed, the Hall Manager continue with the works previously delegated to her by the Committee on 3rd October 2012. The plans outlined and now welcomed by the hire groups in attendance would be progressed as soon as the hall bookings allowed work to take place.

Hall Mgr.
08/13