

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL,
CASTLE BROMWICH ON
WEDNESDAY, 13TH JUNE 2012
AT 7.30 PM**

Those present:

Chairman	Cllr Mrs. P Allen		
Councillors	Cllr R Amos	Cllr M Rashid	Cllr A Terry
	Cllr Mrs. A Haywood	[Items 1-16 & 21 only]	[Items 5-end only]
	Cllr I Hiley	Cllr J Riordan	Cllr Miss J Ward
			Cllr Mrs. B Wilkins
Officers:	Mrs. C Tibbles, Clerk to the Council/RFO		
	Mrs. T Kite, Hall Manager [Items 1-8 & 21 only]		
Public:	None.		

1. Apologies.

The apologies from Cllr M Hayes and Cllr E Knibb were noted for the reasons given.

2. Declarations of personal or other interests.

None declared.

3. Election of Vice Chairman.

ON THE PROPOSITION of Cllr Rashid, **SECONDED BY** Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Hiley be elected as Vice Chairman of the Leisure Services Committee for the Civic Year 2012-2013.

4. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Riordan, **SECONDED BY** Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday 2nd May, 2012, having been circulated, be signed as a true and correct record of the Meeting.

5. Manager's Report and Hire issues.

Members noted the tabled report, being particularly pleased with the successful toilet repair which had avoided the anticipated complete replacement. Following consideration, **IT WAS RESOLVED** to delegate the Hall Manager the sum of £1500 from the R&M budget to upgrade as far as possible the back stage toilets, commencing with the gents. The cancellation for an event in 2013 would be eligible for a £50 refund. Members were pleased to note the new staff appointment and the recent application received for the premises supervisor vacancy.

6. Bar Stock Report.

Under confidential terms, members noted the satisfactory stock report and the trading figures for the latest period.

7. Staffing Vacancy – Premises Supervisor.

The Chairman noted the update given by the Hall Manager and hoped there was potential to fill this long-standing vacancy.

8. Arden Hall Frontage.

Members noted the condition of the trip rail which allowed vehicles to drive on the frontage which, although being mindful of the frailty of some visitors was

ACTION

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hazardous to other pedestrians and causing movement of some slabs. Following consideration, **IT WAS RESOLVED** that the offer of Cllr Hayes to straighten several sections be arranged as soon as possible, that a handyman repaint the trip railing, that some sections be relocated to prevent vehicle access, that the slabs be levelled and that the Grants working party seek funding for the new disabled parking bays and protective fencing.

MH asap

TK July

Grants WP
asap

21. Hire Issues.

At the request of the Chairman, this item was brought forward for consideration. Under confidential terms, members noted that the council would be reviewing the success of the appointment of the Liaison Officer at the June Council meeting. However, it was noted with regret that payment for the April bookings had not been made in full and that agreed procedures for bookings were not being followed by the hirer. **ON THE PROPOSITION** of Cllr Amos, **SECONDED BY** Cllr Mrs. Wilkins, **IT WAS UNANIMOUSLY RESOLVED** that officers be instructed to suspend any new booking enquiries until payment was made in full of invoices. **IT WAS FURTHER UNANIMOUSLY RESOLVED** that this Committee recommend to the Council that the hirer be instructed to address all matters of non-compliance detailed in August 2011, by dates to be given by Council. Failure to do this could lead to suspension of all bookings and future reinstatement of bookings may be conditional upon payment in advance.

Clerk
13/6

Council
27/6

9. Terms of Reference.

ON THE PROPOSITION of Cllr Riordan, **SECONDED BY** Cllr Amos, **IT WAS UNANIMOUSLY RESOLVED** that the terms of reference be adopted without change. They were duly signed and would be placed in the minute book.

Clerk
27/06

10. Report of Annual Inspection.

Members noted the report and discussed the replacement of the Arden Hall sign on the front of the building. **ON THE PROPOSITION** of Cllr Amos, **SECONDED BY** Cllr Hiley, **IT WAS UNANIMOUSLY RESOLVED** that the report, with the addition of two missing names, be adopted and the cost of a replacement sign be investigated, with illumination coming from the existing roof lighting.

TK
July '12

11. Grounds Maintenance.

Following concerns expressed by the Chairman, the Clerk undertook to ask the contractor for details of when clause 5.1 of the schedule would be fulfilled, as it had been noted that the weeding and edging to the beds was not done.

Asst. Clerk
29/06

12. Gate Entrances to the Playing Field.

ON THE PROPOSITION of Cllr Mrs. Haywood, **SECONDED BY** Cllr Miss Ward, **IT WAS UNANIMOUSLY RESOLVED** that the former gate entrances to the playing field from Delamere Close and Hungerfield Road, which had been closed on advice of the police some years ago, would remain closed to offer best protection to staff and public visitors.

Clerk to
advise staff
July '12

13. Trees - Ivy.

Members noted that the Borough Council would not object to the ivy being removed from Lady Ida's tree but this invitation was respectfully declined. It was further noted that the quote from the parish council's contractor for other tree works that had been outlined some months ago.

Clerk
July '12

Asst Clerk
July '12

14. Village Green – Tree of Peace.

The Chairman informed members that Cllr Hayes had sent information stating there were no anticipated horticultural problems with replacing the tree and **IT WAS RESOLVED** to ask Cllr Hicks to advise/help with removal of the existing

EH
Asap

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tree. Once removed the Clerk would endeavour to order a replacement, costing an estimated £80-£120 for a smaller specimen than last time.

15. Britain in Bloom.

ON THE PROPOSITION of the Chairman, **SECONDED BY** Cllr Mrs. Haywood, **IT WAS RESOLVED** that the Council should enter the Garden of Rest and the Sensory Peace Garden in the Solihull in Bloom competition.

Clerk
28/6

16. Residents' Concerns.

Members noted the information circulated.

17. Working Party Reports.

Members considered the formation of working parties that would report to the Leisure Services Committee and no changes were proposed. Therefore the structure would be as follows: the Buildings working party would be Cllrs Mrs. P Allen, R Amos, Mrs. A Haywood, E Hicks, I Hiley, J Horne-MacDonald, J Riordan, Miss J Ward, Mrs B Wilkins; the Events/Marketing Working Party would be Cllrs Mrs P Allen, Mrs. A Haywood, I Hiley and Miss Ward (with a date being agreed after this meeting). Cllr Hiley suggested that the council consider arranging regular monthly social events and Cllr Amos urged the Standing Orders Working Party to set a date to meet to avoid further delays for the Council.

Events WP
Date tba

Standing
Orders WP
Date tba

18. Pavilion – Long Term Future.

ON THE PROPOSITION of the Chairman, **SECONDED BY** Cllr Amos, **IT WAS UNANIMOUSLY RESOLVED** that the Pavilion working party be formed, comprising of Cllrs R Amos, Mrs. A Haywood, J Riordan, A Terry, Mrs. B Wilkins and the Hall Manager/Clerk. The working party would research possibilities and consider the long term future of the Pavilion, possibly agreeing a plan to consult the wider community and hirers.

Pavilion WP
Date tba

19. Request for free use of cricket pitch for Youth Team matches by Castle Bromwich Cricket & Sports Club.

A request had been made by the Chairman of the Club by email on 9th May for charges not to be levied for matches played by the youth team. Following consideration of this request, **ON THE PROPOSITION** of Cllr Amos, **SECONDED BY** Cllr Mrs. Wilkins, **IT WAS UNANIMOUSLY RESOLVED** that there was an obligation for the Club to pay the Parish Council for the pitch. All hire charges for rooms and pitches had been set by the Council and notified to every hirer after annual reviews in the winter, with lower charges already being levied on youth activities. **IT WAS FURTHER RESOLVED** that the sports policy should remain without any alterations.

Clerk
13/6

20. Clerk's Report/Open Spaces Report.

The Clerk tabled copies of the signed balance sheet for all members, reported that the July youth football tournament had been postponed by the hirer to allow more time for planning/preparation and she was hopeful that an alternative date would be booked; suggested that the marketing working party review/relaunch the Friends of Arden Hall scheme. The contractor had been forced to cancel the grass cutting due to waterlogged ground the previous week; letters regarding village green parking problems were being drafted; she had noted that some wooden bollards had been installed by Cameron Homes adjacent to one of the new homes. Single quotations had been received for replacement slabs at the War Memorial and for the trim trail in the park, with further quotations awaited. A single quote had been received for the car park pothole repair which she planned to accept. Members were asked to read the latest NALC advice on the changes to the Code of Conduct and a memo on marketing ideas that had also been tabled and for pothole repairs in the car park.