
**MINUTES OF THE MEETING OF THE
ARDEN HALL MANAGEMENT AND PROMOTIONS COMMITTEE HELD IN ARDEN
HALL, CASTLE BROMWICH
ON WEDNESDAY, 18TH FEBRUARY 2008
AT 7.30 PM**

Those present:

Chairman: Cllr Mrs T Knibb

Cllr E Knibb

Cllr J Riordan

Cllr B Amos

Cllr Mrs B Wilkins

Cllr Mrs J Smith

Mrs C Tibbles

Mrs D Weir

Cllr Mrs P Allen

for part of the meeting

for part of the meeting

for part of the meeting

Present in an advisory capacity

Assistant Clerk

Members of the Public: Mr Chris Beebee, Mrs Jackie Beebee, Mr J Gibbins

1. Apologies

The apology from Cllr Mrs Haywood was accepted for the reasons given.

Members noted that Cllr Mrs Wilkins and Cllr Mrs Smith hoped to attend the meeting later.

2. Declarations of Personal or Other Interests

There were no Declarations of Interest.

3. Minutes of Previous Meeting

The **Minutes of the Arden Hall Management and Promotions Committee held on 16th January 2008** had been circulated.

IT WAS RESOLVED:- that the Minutes be approved subject to amendment of item 6 to read “Cllr Mrs P Allen asked whether additional members or experts could join the working parties at a later date and it was agreed that they could. Cllr Mrs P Allen explained that she had visited Melbricks Garden Centre who had offered the Council some bags of compost and the Garden Centre at Water Orton who had offered to donate some conifers and sell some roses at a reduced price to the Parish Council for use on The Green if required.”

4. Guest Speaker – Chris Beebee

Chairman welcomed Mr Chris Beebee to the meeting, together with Mrs Jackie Beebee.

Mr Beebee was in attendance as a local entrepreneur to outline ways he may be able to assist the Committee in achieving it's objectives.

He outlined various events which the Committee could consider organizing, including events for teenagers and children, various shows performed by youngsters such as “We will rock you” which he considered would appeal to a wide age range, and tribute bands which would appeal to the age range 25 – 35. Mrs Beebee advised that they could look at various other events held locally to see if they would be suitable. Mr Beebee advised that the cost of engaging a tribute band to play was approximately £500 and referred to the acoustics at Arden Hall which were ideal for bands.

Cllr Riorden enquired about the use of a compere for such events. Mr Beebee advised that a compere would be required and that he could possibly help out with engaging one.

Mr Beebee also outlined various possibilities for Halloween Night.

The Chairman thanked Jackie and Chris Beebee for attending the meeting to talk to members.

5. Arrangements and Organisation for Events

a) Mother's Day – 2nd March

Members noted that various local radio channels would be contacted to advertise the Mother's Day event. Park Hall School would be emailed with a request for teachers to publicise the event and the possibility of an article to Solihull Times to advertise the event with an article free of charge was discussed.

IT WAS RESOLVED:- that a) the Chairman contact Park Hall School to ask if they could publicized the Mother's Day event b) Cllr Amos's offer of assistance to circulate posters be accepted and c) a Working Party be established comprising of Cllrs T Knibb and J Smith to assist with forthcoming events on the 2nd and 8th March 2008.

b) International Women's Day – 8th March

The Chairman outlined various demonstrations such as belly dancing, craft demonstrations, various companies who were going to be present, a seminar had been organized by Sans Souci, leaflets would be sent out and the Gazette could advertise the event free of charge. Entertainment was discussed for the evening with the possibility of a comedian or singer being booked. The Chairman requested members consider approaching the Leisure Services Committee for a budget for evening entertainment of £425.

Members considered the expenditure approved by the Cllr Mrs. Wilkins (Chairman's Allowance) and Leisure Services Committee for a budget for entertainment for the Mother's Day event and that 32 tickets would need to be sold to break even on the cost of the event. The Chairman advised that if the event had to be cancelled, it would not be possible to ask the group to play on the 8th March instead of the 2nd March. Members felt that with the events organized for the 2nd and 8th March, it would be too much to consider organizing an evening event at such short notice, but this could be considered for next year.

IT WAS RESOLVED:- that no evening event be organized for International Women's Day on 8th March 2008 and Cllr Mrs Wilkins and Mr Beebee's offer of assistance on the 8th March from 2.00 pm. be accepted.

c) Easter

Members discussed the Easter event organized by Castle Bromwich Hall Gardens and felt that any it would not be wise to organize an event which would clash with the other local Easter event.

IT WAS RESOLVED:- that the Committee consider making an approach to Castle Bromwich Hall Gardens to assist with their Easter event.

d) Spring Festival

Members considered organizing a Mayday event with Morris Dancers dancing on The Green around a maypole with the possibility of a few stalls on The Green. The approximate cost for the Morris Dancers was £150 for two 20 minute sessions.

Mrs Tibbles raised the issue of Health and Safety, and whether it would be necessary for the adjoining roads to be closed. The Chairman advised that she had carried out a Risk Assessment and this was alright. It was not considered there would be a need for the roads to be closed. Members indicated that The Green was fairly large and such an event could be organized to take place on The Green. Similar events had been held many years ago. Cllr Mrs Allen advised that if a Maypole was obtained, she would be able to provide long ribbon if this was required. It was suggested that the Secretary of Castle Bromwich Hall Gardens be contacted for advice with regard to the event.

IT WAS RESOLVED:- that the Chairman progress enquiries for this event, a report to be provided for consideration at the next AMP Committee Meeting.

e) Arden Hall Young Musician of the Year

Members considered the guidelines for this event with regard to categories of instrument, age range and likely date for the event. It was felt age ranges 7–10, 11–14 and 15-18 would be most appropriate, with invitations invited from sololists for String/Woodwind and Brass within a 5 mile radius. Judges to be considered. It was felt that this would be a suitable event to take place in September, but that this should be discussed with local schools, with a view to the schools holding an initial competition to shortlist youths to go forward to a final competition organized by the AMP Committee. Members noted that if the schools were to be asked to organize the initial competition, they would need to be consulted with regard to their views on holding the event in September.

IT WAS RESOLVED:- that the Chairman and Mr Beebee discuss this event with local schools, with a view to schools holding initial competitions to shortlist youths to go forward to a final which would be organised by the AMP Committee, the Chairman to report back to the next meeting of the AMP Committee on the outcome of discussions with the schools regarding organization of such an event. The Clerk to attend if available.

f) Summer Music in the Park

Members considered arrangements for such an event being held on the Recreation Ground, Castle Bromwich and whether a license would be required. It was suggested that Solihull Metropolitan Borough Council be offered the venue to see if they would be interested in arranging such an event with Arden Hall being offered as an alternative venue in the event of rain.

IT WAS RESOLVED:- that Mrs Tibbles contact Solihull Metropolitan Borough Council to see if the Borough Council would be interested in organizing a ‘Summer Music in the Park’ event at Castle Bromwich Recreation Ground.

Cllr Amos left the Meeting.

Cllr Mrs Smith arrived.

g) Police Band

Members discussed an event using the Police Band, but nothing was agreed.

h) Summer Festival

Members considered the possibility of incorporating this event with the Summer Music in the Park event.

IT WAS RESOLVED:- that this item be deferred to the next AMP Committee Meeting.

i) Career Event

IT WAS RESOLVED:- that this item be deferred to the next AMP Committee Meeting.

j) Expert Talk

IT WAS RESOLVED:- that this item be deferred to the next AMP Committee Meeting.

k) Halloween & Bonfire Night

Members noted that the Youth Council wished to arrange a Halloween Night. Mr Beebee advised that he could offer assistance to the Youth Council. It was felt that the Bonfire Night could be considered for a future event with a professional company to organize this.

l) Skittles Night

Members considered the difficulties posed in arranging for a Skittles Evening as some of the skittles were missing. It was suggested that an approach could be made to a Bowling Alley to see if they have any old skittles.

IT WAS RESOLVED:- that Cllr E Knibb make appropriate enquiries to see if it is possible to obtain any skittles to make up a full set, or alternatively to obtain a set of old skittles.

6. Future Events

IT WAS RESOLVED:- that this item be deferred to the next AMP Committee Meeting.

7. Working Party's

The Assistant Clerk suggested advice be sought with regard to the proposed Terms of Reference for the Working Party's, in that delegated authority could only be granted by the Parish Council to a Committee or Officer in accordance with S101 of the Local Government Act 1972. If a Working Party or Working Party Meeting was to be set up by the Parish Council or a Committee, then members of the Working Party should be considered by the Council or Committee and approved by the Council or Committee together with what they were required to do and the decision of the Council or Committee minuted, particularly as membership of a Working Party could include members of the public. Working Party's could not make decisions and should report back to the Council or Committee with any report or recommendation.

IT WAS RESOLVED:- that advice be sought from NALC with regard to the proposal to delegate authority to the Working Parties.

12. The Youth and Arden Hall

It was agreed that item 12 be considered next.

Cllr J Smith reported on the Charitable Trust and the Wheels project

IT WAS RESOLVED:- that Cllr Mrs Smith progress the application to establish a Building blocks Project in collaboration with Castle Bromwich Youth Centre and the police, and that a meeting be arranged with the police, the youth centre and any other interested parties to progress this.

Cllr Mrs Smith left the meeting.

8. Sponsorship Policy

Members considered the Sponsorship Policy previously circulated.

IT WAS RESOLVED:- that the Sponsorship Policy be referred to the Parish Council, the AMP Committee to recommend that the Parish Council accept and adopt the Sponsorship Policy.

9. Partnerships

Cllr Mrs Wilkins stated that she felt there was no reason why the AMP Committee under the umbrella of the Parish Council should not approach local residents and businesses with a view to entering into a partnership to discuss development of Arden Hall and the community spirit of Castle Bromwich.

IT WAS RESOLVED:- that the Chairman be delegated to contact local residents, voluntary organizations and businesses, to arrange for a future meeting to consider such a Partnership with a view to this being approved by the Parish Council. Provisional dates and times to be agreed. The Chairman to report back to the next AMP Committee Meeting.

10. Review of Existing Business

IT WAS RESOLVED:- that those groups allow to use the large function rooms when they have booked a smaller room to be reminded of the facility originally booked in the hire agreement and that if the larger room should be booked, the hirer would have to move back to the venue originally booked.

11. Future Business for Arden Hall

Members discussed the possibility of refurbishing the upstairs York Room as a conference room with a view to increasing bookings. Members referred to the inadequacies of the existing heating/ventilation system and the Clerk Mrs Tibbles drew to members' attention the fact that this had previously been raised, but had not been progressed due to the cost. Another area of concern raised by members was the question of the disabled access. Without obtaining quotations to establish the cost of refurbishment including compliance with the Disability Discrimination Act, no specific recommendations or agreement were reached as to the progress of this item.

13. Buildings Working Party Report

Members considered the Buildings Working Party report.

IT WAS RESOLVED:- that the Working Party arrange and supervise the work required to be undertaken identified in the report capable of being undertaken by volunteers, having regard to the advice of the Parish Council's Insurers. Those items requiring expenditure to be referred to the Leisure Services Committee.

14. Development of The Green

IT WAS RESOLVED:- that this item be deferred to the Leisure Services Committee.

15. Branding and Image

Members considered branding and image of the Parish Council. The Clerk, Mrs Tibbles reported that stationery had previously been split between the Parish Council and Arden Hall. The Chairman asked if it could be advertised and marketed separately as Arden Hall. Mrs Tibbles advised that Arden Hall was not a trading name and it was not possible to have a bank account in the name of Arden Hall. The Parish Council could not register as Arden Hall. Members duly noted that any proposals should be approved by the Parish Council.

IT WAS RESOLVED: that the Committee look at the design and costings for a new letterhead. This item to be referred to the Parish Council.

16. Newsletter

IT WAS RESOLVED:- that a Working Party be established comprising of the Chairman and Cllr Feasey to produce and distribute a newsletter (sample previously circulated) giving details of the facilities and activities at Arden Hall. The Working Party to report back to the Committee on progress of the Newsletter at each Meeting of the Committee. The Committee to approve the contents of the Newsletter prior to printing and distribution. The Newsletter to be distributed to the Library, local churches and other local organizations.

17. Bank Account and Electronic Payments

IT WAS RESOLVED:- that this item be deferred to a future meeting.

18. Website & Blog

IT WAS RESOLVED:- that the AMP Committee recommend to the Parish Council extending the Website to include reference to activities the Parish Council is undertaking together with reference to various tasks the Parish Council has undertaken such as planting of the Memorial Garden. Vacancies of the Parish Council to be recommended for inclusion on the website. Cllr Mrs. Allen referred to work by parish councillors on the Village Green and what residents had done.

19. Grants

IT WAS RESOLVED:- that this item be deferred to a future meeting.

20. Future Timing and Dates of AMP Committee Meetings

IT WAS RESOLVED:- that the next meeting of the AMP Committee be held on the Tuesday , 4th March 2008, at 7.30 p.m., dates of future meetings to be agreed.

21. Under Confidential Terms – Day to Day Running of Arden Hall

There was nothing to report.

The Chairman closed the Meeting at 10.10 pm.