

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES SUB COMMITTEE
HELD IN THE SPENCER LOUNGE
ARDEN HALL, CASTLE BROMWICH ON
FRIDAY, 24th MAY 2013 AT 12.30 PM**

Present: Chairman Cllr R Amos

Vice Chairman Cllr M Hayes

Councillors Cllr P Allen

Cllr I Hiley

Cllr E Hicks

 Officer Mrs D Weir

Mr Douglas Belfield, Streetscape Products & Services Ltd, was in attendance at the invitation of the Chairman to answer any questions from members.

1. Election of Chairman

Cllr Hayes proposed Cllr Amos as Chairman. **IT WAS UNANIMOUSLY RESOLVED** that Cllr Amos be elected Chairman of the Leisure Services Sub Committee.

2. Election of Vice Chairman

Cllr Hicks proposed Cllr Hayes as Vice Chairman. **IT WAS UNANIMOUSLY RESOLVED** that Cllr Hayes be elected Vice Chairman of the Leisure Services Sub Committee.

3. Apologies

Cllr Terry was not present

4. Declarations of pecuniary or conflict of interest

None declared.

5. Dispensations

None received.

6. Terms of Reference

6.1 Members considered the Sub Committee's terms of reference and delegated authority to:

- a) Effect the purchase and installation of equipment for Castle Bromwich Playing Fields in accordance with the provisions of the lottery grant for the Parish Council's Footloose Project and the tender accepted by the Leisure Services Committee on 2nd January 2013, together with an additional quotation to provide and install concrete pads for the equipment within an approved budget of £4,400.
- b) Any additional cost not to be incurred without the prior approval of the Leisure Services Committee.
- c) To consider the consultation responses and to take any responses into consideration regarding siting of the equipment.
- d) Any other ancillary work that the Leisure Services Committee may delegate.

IT WAS UNANIMOUSLY RESOLVED that the terms of reference be accepted, the Sub Committee to request an additional budget of to cover any ancillary work which may arise.

6.2 Equipment

Members considered the equipment as set out in the quotation. The quotation had been approved by the Leisure Services Committee in principle. The Lottery Fund had requested the name of the company that would provide and install the equipment together with a copy of the tender and this information had been provided. Members noted that the Sub Committee would need to formally accept the quotation and members were asked to go through the equipment itemizes in the quotation and the grant application.

Following consideration of the equipment, members considered the consultation responses. The Chairman advised members that prior to the meeting commencing, he had met with the Contractor and taking into consideration the concerns raised by the consultation, an alternative location had been identified at the rear of the Pavilion. The concrete surface could be raised slightly by 30/40mm so that rain would run off the surface in the event of flooding. He advised that this was a popular design as people could socialize whilst using the equipment. The location would also be suitable for access for wheelchairs. Members considered the cost to remove the soil from the excavation. The Contractor advised that the quote had been provided in May 2012 and since then an additional item of spare parts had been offered.

Members noted that the Lottery Fund had requested the return of the grant report form at the latest by 31st October 2013 and if there was likely to be a long delay or problems, may request the grant is refunded. The Lottery Fund also required copies of invoices to be provided. Members noted that the contractor did not install equipment during the school holidays, mainly due to concrete being laid and that delivery and installation would be 4-6 weeks from receipt of order, with arrangements for installation subject to weather conditions.

Members confirmed that they required the same contractor that supplies the equipment to undertake installation and ground work so that there is an overall responsibility.

IT WAS UNANIMOUSLY RESOLVED that:

- a) the Contractor submit a revised layout for the equipment to be sited at the rear of the pavilion
- b) the quotation dated 28th May 2012 to supply, deliver and install the steel fitness equipment at a cost of £9,657 plus VAT be accepted, together with the offer for £200 worth of spare parts for the equipment as set out in an email dated 19th November 2012 be accepted, the equipment to be installed on the site at the rear of the pavilion, installation to be arranged as soon as possible.
- c) the quotation dated 13th May 2013 for the concrete surface to be reviewed by the Contractor to see if it could be provided within the approved budget.
- d) the soil from the excavation to be left onsite

7. Budget Plan 2013/2014

IT WAS UNANIMOUSLY RESOLVED that the Sub Committee request an additional budget of £500 to cover any additional costs arising due to the ground installation works.

8. Date and times of future meetings

IT WAS UNANIMOUSLY RESOLVED that the next meeting be held on Monday, 17th June 2013 at 6.00 pm. The meeting closed at 1.30 pm.

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