

# Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,  
Castle Bromwich, Solihull, B36 9PB  
0121 747 6503

[counciloffice@castlebromwichpc.gov.uk](mailto:counciloffice@castlebromwichpc.gov.uk)

[www.castlebromwichpc.gov.uk](http://www.castlebromwichpc.gov.uk)



## Leisure Services Committee

**Chairman:** Cllr. S Beechey, **Vice-Chair:** Cllr. P Allen  
Cllr. D Pearce, Cllr. M Strong, Cllr. S Temperton & Cllr. J Ward

Dear Councillor,

You are summoned to attend a meeting of Castle Bromwich Parish Council's Leisure Services Committee, which will be held on Wednesday 10<sup>th</sup> April 2024 at 7pm at Arden Hall, Windsor Room. The agenda includes the opportunity for members of the public to ask questions and comment on items to be discussed, subject to the Chairman's discretion for up to a maximum of three minutes.

**Members of the press and public are cordially invited to attend.**

A handwritten signature in blue ink that reads "GMBurgess".

Gemma Burgess  
Clerk to the Council

dated this 4<sup>th</sup> April 2024

## AGENDA

- L24-013**      **Chairman's Welcome**
- L24-014**      **Apologies:** To note apologies for absence.
- L24-015**      **Declarations of Interest** – Councillors are reminded to keep their register of interests up-to-date and to submit written requests for the grant of a dispensation to the clerk in advance of the meeting.
- L24-016**      **Minutes:** To approve the minutes of the previous meeting held on Wed 7<sup>th</sup> February 2024.
- L24-017**      **Public Question Time:** An opportunity for the public and Borough Councillors to address the Committee.
- L24-018**      **Payments:** to approve Payment Run 2024-04-10.
- L24-019**      **CBPC Officers Report:**
- a) To note the report and receive oral updates from Officers.
  - b) To note update on Pavilion Refurbishment plans.
  - c) To note progress on event planning.
- L24-020**      **Bar Functions:**
- a) To note the Bar Trading Analysis reports for February & March 2024.
  - b) To note the profit report for February & March 2024.
  - c) To note the wastage 01/02-31/03/24.
  - d) To note the Inventory Count discrepancies at 25.03.24.
  - e) To note the external Stock Audit Report Q4.

**L24-021**

**To consider:**

- a) Quote to repair the immersion tank for hot water in Arden Hall.
- b) Quote for insulation for the Pavilion.
- c) What action is required regarding the cracks in the Pavilion floor.

**L24-022**

**Councillors' reports and items for future agendas**

Councillors may use this opportunity to:

- a) Report minor matters of information not included elsewhere on the agenda;
- b) Raise items for future agendas

**L24-023**

**Action Log:** To report progress on any outstanding matters

* War memorial grant application	In progress
* Photography of facilities	No progress
* Shower room redesign	Clerk/FO – No progress
* Men's Pavilion toilets – specification	FO – No progress
* Arden Hall Forecourt repairs	BBV – Awaited in May/June
* CBCC garage ramp	Awaited
* Pavilion structural survey work	Awaited – monitoring cracks
* Planting with youth groups	CLO
* PV pool table trial	Clerk
* War Memorial bollard options	Clerk/FO
* Food options at Tribute Nights	CLO
* Traffic management – Party in Park	CLO
* Councillor Walkabout	Clerk
* Line cleaning allowances	CLO/MS
* Pitch Fees	Full Council
* Watertight test on PV cracks	FO
* Electrical Plan for PV	Clerk/FO
* Heating Plan for PV	Clerk/FO/AO
* Insulation in PV	Clerk/FO

**L24-024**

**To confirm the next LSC Committee Meetings:**

12<sup>th</sup> June, 4<sup>th</sup> Sept (if needed), 9<sup>th</sup> Oct  
(Windsor Room, Arden Hall 7pm)

# Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,  
Castle Bromwich, Solihull, B36 9PB  
0121 747 6503

[counciloffice@castlebromwichpc.gov.uk](mailto:counciloffice@castlebromwichpc.gov.uk)

[www.castlebromwichpc.gov.uk](http://www.castlebromwichpc.gov.uk)



## Leisure Services Committee

**Chairman:** Cllr. S Beechey, **Vice-Chair:** Cllr. P Allen  
Cllr. D Pearce, Cllr. M Strong, Cllr. S Temperton & Cllr. J Ward

Dear Councillor,

You are summoned to attend a meeting of Castle Bromwich Parish Council's Leisure Services Committee, which will be held on Wednesday 10<sup>th</sup> April 2024 at 7pm at Arden Hall, Windsor Room. The agenda includes the opportunity for members of the public to ask questions and comment on items to be discussed, subject to the Chairman's discretion for up to a maximum of three minutes.

**Members of the press and public are cordially invited to attend.**

A handwritten signature in blue ink that reads "GMBurgess".

Gemma Burgess  
Clerk to the Council

dated this 4<sup>th</sup> April 2024

## AGENDA

- L24-013**      **Chairman's Welcome**
- L24-014**      **Apologies:** To note apologies for absence.
- L24-015**      **Declarations of Interest** – Councillors are reminded to keep their register of interests up-to-date and to submit written requests for the grant of a dispensation to the clerk in advance of the meeting.
- L24-016**      **Minutes:** To approve the minutes of the previous meeting held on Wed 7<sup>th</sup> February 2024.
- L24-017**      **Public Question Time:** An opportunity for the public and Borough Councillors to address the Committee.
- L24-018**      **Payments:** to approve Payment Run 2024-04-10.
- L24-019**      **CBPC Officers Report:**
- a) To note the report and receive oral updates from Officers.
  - b) To note update on Pavilion Refurbishment plans.
  - c) To note progress on event planning.
- L24-020**      **Bar Functions:**
- a) To note the Bar Trading Analysis reports for February & March 2024.
  - b) To note the profit report for February & March 2024.
  - c) To note the wastage 01/02-31/03/24.
  - d) To note the Inventory Count discrepancies at 25.03.24.
  - e) To note the external Stock Audit Report Q4.

**L24-021**

**To consider:**

- a) Quote to repair the immersion tank for hot water in Arden Hall.
- b) Quote for insulation for the Pavilion.
- c) What action is required regarding the cracks in the Pavilion floor.

**L24-022**

**Councillors' reports and items for future agendas**

Councillors may use this opportunity to:

- a) Report minor matters of information not included elsewhere on the agenda;
- b) Raise items for future agendas

**L24-023**

**Action Log:** To report progress on any outstanding matters

* War memorial grant application	In progress
* Photography of facilities	No progress
* Shower room redesign	Clerk/FO – No progress
* Men's Pavilion toilets – specification	FO – No progress
* Arden Hall Forecourt repairs	BBV – Awaited in May/June
* CBCC garage ramp	Awaited
* Pavilion structural survey work	Awaited – monitoring cracks
* Planting with youth groups	CLO
* PV pool table trial	Clerk
* War Memorial bollard options	Clerk/FO
* Food options at Tribute Nights	CLO
* Traffic management – Party in Park	CLO
* Councillor Walkabout	Clerk
* Line cleaning allowances	CLO/MS
* Pitch Fees	Full Council
* Watertight test on PV cracks	FO
* Electrical Plan for PV	Clerk/FO
* Heating Plan for PV	Clerk/FO/AO
* Insulation in PV	Clerk/FO

**L24-024**

**To confirm the next LSC Committee Meetings:**

12<sup>th</sup> June, 4<sup>th</sup> Sept (if needed), 9<sup>th</sup> Oct  
(Windsor Room, Arden Hall 7pm)

# Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,  
Castle Bromwich, Solihull, B36 9PB  
0121 747 6503

[counciloffice@castlebromwichpc.gov.uk](mailto:counciloffice@castlebromwichpc.gov.uk)

[www.castlebromwichpc.gov.uk](http://www.castlebromwichpc.gov.uk)



## Leisure Services Committee

**Chairman:** Cllr. S Beechey, **Vice-Chair:** Cllr. P Allen  
Cllr. D Pearce, Cllr. M Strong, Cllr. S Temperton & Cllr. J Ward

Dear Councillor,

You are summoned to attend a meeting of Castle Bromwich Parish Council's Leisure Services Committee, which will be held on Wednesday 10<sup>th</sup> April 2024 at 7pm at Arden Hall, Windsor Room. The agenda includes the opportunity for members of the public to ask questions and comment on items to be discussed, subject to the Chairman's discretion for up to a maximum of three minutes.

**Members of the press and public are cordially invited to attend.**

A handwritten signature in blue ink that reads "GMBurgess".

Gemma Burgess  
Clerk to the Council

dated this 4<sup>th</sup> April 2024

## AGENDA

- L24-013**      **Chairman's Welcome**
- L24-014**      **Apologies:** To note apologies for absence.
- L24-015**      **Declarations of Interest** – Councillors are reminded to keep their register of interests up-to-date and to submit written requests for the grant of a dispensation to the clerk in advance of the meeting.
- L24-016**      **Minutes:** To approve the minutes of the previous meeting held on Wed 7<sup>th</sup> February 2024.
- L24-017**      **Public Question Time:** An opportunity for the public and Borough Councillors to address the Committee.
- L24-018**      **Payments:** to approve Payment Run 2024-04-10.
- L24-019**      **CBPC Officers Report:**
- a) To note the report and receive oral updates from Officers.
  - b) To note update on Pavilion Refurbishment plans.
  - c) To note progress on event planning.
- L24-020**      **Bar Functions:**
- a) To note the Bar Trading Analysis reports for February & March 2024.
  - b) To note the profit report for February & March 2024.
  - c) To note the wastage 01/02-31/03/24.
  - d) To note the Inventory Count discrepancies at 25.03.24.
  - e) To note the external Stock Audit Report Q4.

**L24-021**

**To consider:**

- a) Quote to repair the immersion tank for hot water in Arden Hall.
- b) Quote for insulation for the Pavilion.
- c) What action is required regarding the cracks in the Pavilion floor.

**L24-022**

**Councillors' reports and items for future agendas**

Councillors may use this opportunity to:

- a) Report minor matters of information not included elsewhere on the agenda;
- b) Raise items for future agendas

**L24-023**

**Action Log:** To report progress on any outstanding matters

* War memorial grant application	In progress
* Photography of facilities	No progress
* Shower room redesign	Clerk/FO – No progress
* Men's Pavilion toilets – specification	FO – No progress
* Arden Hall Forecourt repairs	BBV – Awaited in May/June
* CBCC garage ramp	Awaited
* Pavilion structural survey work	Awaited – monitoring cracks
* Planting with youth groups	CLO
* PV pool table trial	Clerk
* War Memorial bollard options	Clerk/FO
* Food options at Tribute Nights	CLO
* Traffic management – Party in Park	CLO
* Councillor Walkabout	Clerk
* Line cleaning allowances	CLO/MS
* Pitch Fees	Full Council
* Watertight test on PV cracks	FO
* Electrical Plan for PV	Clerk/FO
* Heating Plan for PV	Clerk/FO/AO
* Insulation in PV	Clerk/FO

**L24-024**

**To confirm the next LSC Committee Meetings:**

12<sup>th</sup> June, 4<sup>th</sup> Sept (if needed), 9<sup>th</sup> Oct  
(Windsor Room, Arden Hall 7pm)