

Castle Bromwich Parish Council

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

0121 747 6503

counciloffice@castlebromwichpc.gov.uk

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.

MINUTES OF LEISURE SERVICES COMMITTEE MEETING

HELD AT ARDEN HALL, WINDSOR ROOM WEDNESDAY 12TH JUNE 2024

Members Present:	Cllr. P Allen, Cllr. S Temperton, Cllr. D Pearce & Cllr. J Ward.
Guests in Attendance:	None
Public in Attendance:	Two
Officers in Attendance:	Clerk & Minute Taker: Gemma Burgess Facilities Officer: Andy Giffin Arden Hall Officer: Vicky Barton Community & Leisure Officer: Janine Rickus

- L24-025 **Chairman's Welcome:** In the absence of Cllr. S Beechey, Cllr. P Allen took the Chair and welcomed all to the meeting.
- L24-026 **Apologies:** Apologies were received and noted from Cllr. S Beechey & Cllr. M Strong.
- L24-027 **Declarations of Interest:** None.
- L24-028 **Minutes:** The minutes of the previous meeting held on Wednesday 10th April 2024 were agreed as a true record by those who had been present.
- L24-029 **Public Question Time:** None.
- L24-030 **Payments:** the payment run 2024-06-12 was considered.
RESOLVED: That payment run 2024-06-12 be approved. (attached at p5).
- L24-031 **CBPC Officers Report:**
- The report was noted (attached at pp6-7).
In addition:
 - BBV are unable to assist with the full forecourt works as planned, the Clerk is discussing what possible assistance they may be able to provide and will report back.
 - Unfortunately, the playground works have been delayed due to vandalism from children entering the building site.
 - Pavilion hirers have commented that the pool table is restricting their activities and one hirer has chosen not to hire the Pavilion due to it.
 - The posts for signs have been scraped and repainted.

Action

- The Council is still awaiting keys for the patio doors (both sets) which were installed to changing rooms by the cricket club. The Clerk was directed to request keys with urgency as the changing rooms cannot currently be used by other teams.
- b. **Pavilion Refurbishment:**
- The installation of the men's toilet is in progress, it will need to be closed while sanitary items are installed. The hand dryer will be installed at a later date, in line with the electrical work.
 - There is a significant amount of unknown items being stored in the roof space of the club room which needs to be cleared before insulation works can be planned.
RESOLVED: That potential owners of the items are contacted and asked to remove their possessions by 30th June 2024.
- c. **Event Planning:**
- **Party in the Park 20th July:** One prospective volunteer has come forward. There is a meeting for volunteers on 23rd May 5pm at Arden Hall.

L24-032 **Bar Functions:**

- a. The Bar Trading Analysis reports for April and May 2024 were noted. (attached at pp8-9).
- b. The profit report for April and May 2024 (excluding coffee & post-mix costs) was noted. (attached at pp10-11).
- c. The wastage 01/04-31/05/24 was noted (attached at p12). There have been further issues with the Thatchers draught and the fact that 746.5 pints have been wasted (at a cost price of £905.17) in the past 12 months was considered.
RESOLVED: That Thatchers is no longer to be sold on draught after the current kegs are finished.

L24-033 **Considered:**

- a. **Councillor Walkabout:** The report and progress was noted; remedial work will continue. It was noted that the covers are currently on wickets and that some rubbish has been cleared by the cricket club which is positive.
 - The bolts on open spaces benches were scheduled to be painted now that the benches have been cleaned, but the Facilities Officer raised concerns that each bench would need to be closed while the paint dries and if the signs were removed, the public may sit down and stain their clothes.
RESOLVED: That painting the bolts on open spaces benches is not necessary.
 - The picnic benches which were flagged as dangerous have been broken up by the Cricket Club but not disposed of. The broken wood represents an even greater safety concern.
RESOLVED: That the Cricket Club is asked to immediately remove the broken up-picnic benches.
 - The large plastic sheeting covers, which are damaging the grass and not allowing for mowing, have not been moved yet.
RESOLVED: That the Cricket Club removes them by 30th June or will be charged for their disposal.
 - The green trough used for bowling practice is being used by children to climb onto the roof of the Pavilion and has not been moved into storage as requested.
RESOLVED: That the Cricket Club moves it by 30th June or will be charged for its disposal.
 - The changing room that the cricket club no longer requires for storage has not yet been cleared.
RESOLVED: That the Cricket Club removes everything by 30th June or will be charged for disposal.

- b. **Tree Survey:** It was noted that the tree survey across all sites is due.
RESOLVED: That Midland Forestry be instructed to perform a tree survey across all sites at a cost of £2450+ VAT. This will be financed from the EMR and a recommendation made to full council to re-allocate £5000 from EMR into the in-year spend.
- c. **Breastfeeding Friendly Solihull:** An overview of the scheme was considered.
RESOLVED: That the Council joins the Breastfeeding Network Breastfeeding Friendly Scheme and that all staff are made aware of making accommodations to support those breastfeeding.
- d. **Pavilion Energy Audit:** The audit report was considered. Quotes for a new heating system and insulation are awaited.
- e. **Electricity Contract:** It was noted that the electricity contracts are due for renewal on 01/10/25. The Council usually reviews contracts with a year's notice but fixed rates are currently favourable. The comparisons for renewal and alternatives were considered with considerable savings possible from renewal date. The Clerk was directed to present refreshed prices to full council for a decision.
- f. **Bathroom window for Council Office:** It was noted that the current window is broken and therefore doesn't open; the Council is required to provide ventilation in bathrooms. A quote was considered but the renovation budget for the Council Office is very tight. The Facilities Officer was directed to measure up the frame and see whether a cheaper alternative could be sought.
- g. **Quote for dance studio ceiling:** It was noted that all efforts to manage the leak into the dance studios have not been successful. Several contractors have been approached to remove the redundant vents and seal the roof but declined to quote. The estimate from SMBC Property Services for the works of £4,912.85 was considered.
RESOLVED: That SMBC Property Services be instructed to remove 2 ceiling fans to include the making good of the roof and ceiling to the dance studio for an estimated cost of £4912.85 from the AH Repairs and Maintenance budget.
- h. **Junior Playground Opening:** The handover of the playground has been delayed due to vandalism. It was agreed that a soft opening during the week for dignitaries was more practical and that it would be opened to the general public as soon as possible.
- i. **Sports' Teams Pitch Agreements:** There is currently no agreement in place for the cricket club to use the pitches. The Clerk is awaiting feedback on why the cricket club aren't able to sign. Cricket pitch hire for 2024 will be invoiced in the absence of an agreement. All football clubs from last season have been invited to re-sign for 24-25 with a deadline of 30th June after which time availability will be opened up to the wait list.
- j. **Penalty Charge for regular hirer:** The damage caused during the cricket club's hire on 27th April was considered.
RESOLVED: That the penalty charge be levied for replacement blue roll holder, installation and damage to the floor.
- k. **Hire Charges Working Party:** The Clerk was directed to circulate dates in August for potential meetings with the 4th Sept a possible meeting date.

L24-034 **Councillors' reports and items for future agendas:**

- To review the pool table trial. (LSC)
- To consider the purchase of silhouettes for Remembrance. (Full Council)

L24-035 **Action Log:** The following items remain outstanding:

- | | |
|--|-----------------------|
| * Shower room redesign | Clerk/FO –No progress |
| * Men’s Pavilion toilets – specification | FO – In progress |
| * Arden Hall Forecourt repairs | BBV – delayed |
| * CBCC garage ramp | Awaited |
| * Planting with youth groups | CLO |
| * PV pool table trial | Clerk |
| * War Memorial bollard options | Clerk/FO |
| * Traffic management – Party in Park | CLO |
| * Line cleaning allowances | CLO/MS |
| * Electrical Plan for PV | Clerk/FO |
| * Heating Plan for PV | Clerk/FO/AO |
| * Insulation in PV | Clerk/FO |

L24-036 **Date of next LSC Committee Meetings (7pm, Windsor Room):**
4th September (if needed, Hire Charges Working Party) 9th October

This meeting ended at 8:15pm

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Signed as a true record of the business transacted
Chairman, Leisure Services Committee,
Castle Bromwich Parish Council

.....
Dated

Castle Bromwich Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

Payment Run 2024-06-12

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Payment Reference Total
3380		£127.01	£21.17	£105.84	02/05/24	SMBC - Cleaning Materials for Arden Hall 02.05.24 - One dust pan & Brush missing from order	
3381		£41.74	£6.96	£34.78	02/05/24	SMBC - Cleaning Materials for the Pavilion 02.05	
3383		£363.60	£60.60	£303.00	02/05/24	PB Sports - Staff Uniform ordered 09.05.24	
3384		£398.76	£66.46	£332.30	23/05/24	Horizon Soft Drinks Ltd - Bar Purchases for 23.05.24 - Error by Horizon- Sent Kopparberg Mixed Fruit instead of 0% and no Bulmers received.	
3385		£28.58	£4.76	£23.82	28/05/24	Horizon Soft Drinks Ltd - Kopparberg 0% Mixed Fruit - Error with PO955 Normal Mixed Fruit sent instead.	
3396		£70.00	£0.00	£70.00	24/05/24	Kings Fire & Electrical - Call Out for Fire Alarm in Arden Hall	
3397		£67.95	£0.00	£67.95	05/06/24	Monthly Paid Staff - AG Mileage May	
3400		£346.14	£57.69	£288.45	01/06/24	Microshade Business Consultants Ltd - IT Support - Hosted Server & Applications	
3401		£10.01	£1.67	£8.34	22/05/24	SMBC - Cleaning materials for the Pavilion	
3402		£125.50	£20.91	£104.59	17/05/24	SMBC - Pavilion cleaning materials	
3403		£50.00	£0.00	£50.00	01/06/24	Mr N D Thomas (Window Cleaner) - Window Cleaning June	
Total		£1,629.29	£240.22	£1,389.07			

Signature

G. Burgess

Signature

P.S.O.

Date

7/6/24

12.6.24.

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CBPC Officers' Report 12th June 2024

A. BOOKINGS AND HIRERS:

- Unfortunately, due to unforeseen circumstances on their part, CBTG have had to cancel their June show.
- A daytime hirer struggling with numbers has adjusted timings.
- We have had interest in the Spencer Hall being used for a Bulgarian dance class (similar to Irish dancing) but have limited evening slots available.
- Confirmation of priority bookings for 25-26 are starting to go out but there are still 4 groups who have yet to return their forms.

B. ARDEN HALL BUILDING AND MAINTENANCE

- Adjusted lights in car park to prevent glare to residents; also changed times.
- Hall, stairs and landing in Council Office stripped and filled ready to paper.
- Council Office balcony has been jetted off ready for painting.

C. PAVILION

- Removed door and stud wall in changing rooms' corridor.
- Filled in cracks in corridor floor with Resin Coat.
- Installed a new ceiling in the men's toilet.
- The sanitaryware has arrived for the men's toilet but is awaiting confirmation on the floor.
- CBTG's scenery was damaged when the scaffold tower was put back into the Theatre Workshop.
- There has been a fault with the defibrillator; the battery has been replaced under warranty and it's currently rescue ready but will be checked frequently for malfunction.

D. STAFF

- A summer relief warden started in April and has settled in well.

E. OPEN SPACES

- Strimmed perimeter of park, bins gates, goal posts.
- Repainted disabled parking bays in all car parks.
- Planted a number of trees and shrubs at Bradford Gardens.
- Cleaned all benches, bins and signs on all council sites.
- Tennis courts have been treated and scrubbed.
- The application for grant funding for repairs to the War Memorial has been submitted.
- Works are going well on the Junior Playground with a prospective handover date of 12th June.
- Football matches have now all been played so the pitches are being rested & reseeded.
- Agreements for 24-25 football season are being sent out to 23-24 teams for first refusal.

F. EVENTS

From April to May 2024 the hall has hosted many differing events such as:

- Warm Hub with Bingo – 5
- Table Tops - 2
- Wake – 5
- Children's Birthday Parties – 2
- Family Parties – 6
- Holy Communions – 1
- 21st Birthday Parties – 1
- Tranquil Angels Craft Fayre – 1
- Tribute Nights – 80's Disco, Reggae Night, Sixties Band

Future events with Tribute Night Promotions:

29th June - Skabucks Band

13th July - Elvis - SOLD OUT

14th September – Northern Soul

16th Nov - Jersey Boys

7th December – Soul, Motown, Funk & Disco

31st Dec – TBC

G. Youth Council

There are vacancies on the Youth Council, so any young people interested should contact the Community & Leisure Officer. On July 20th 2024, the Youth Councillors will hold a stall and promote the Youth Council.

Date	Event	Room	TILL READ			ACTUAL			DISCREPANCY				
			Cash	Card	Total	VAT	Cash	Card	Cash Banked	Room Hire	Fee		
					£								
04.04.24	Wake	SH	95.45	1,563.75	1,659.20	275.77	95.45	1,565.50		93.70	£ 128.00		
05.04.24	Show - 3 Sixties	SH	912.90	939.40	1,852.30	306.99	935.50	916.80		935.50	£		
06.04.24	Table Top Refreshments	SH	85.60	11.95	97.55	16.25	85.60	11.95		85.60	£		
07.04.24	21st Birthday Party	WR	24.05	323.50	347.55	58.00	24.05	323.50		24.05	£ 152.00		
07.04.24	Tranquil Angels Refreshments	SH	142.20	109.35	251.55	41.31	142.20	109.35		142.20	£ 275.00		
07.04.24	TA Discrepancy addition		-	4.00	4.00	0.67	-	4.00		0.00			
12.04.24	80th Birthday Party	SL	79.65	540.00	619.65	103.42	79.65	540.35		79.30	£ 130.00		
13.04.24	80th Birthday Party	SH	94.05	563.65	657.70	108.70	94.05	568.05		89.65	£ 276.00		
17.04.24	Wake	SL	118.10	90.45	208.55	34.78	118.50	90.45		118.10	£ 67.50		
18.04.24	Wake	SL	374.25	375.85	750.10	125.13	360.15	391.05		359.05	£ 70.00		
20.04.24	30th Birthday Party	SH	287.60	1,427.95	1,715.55	285.99	269.20	1,443.35		269.20	£ 295.00		
21.04.24	Kids Birthday Party	SH	115.25	269.25	384.50	63.51	115.25	269.25		115.25	£ 145.00		
24.04.24	Coffee Morning	SL	1.20	-	1.20	0.20	1.20			1.20			
27.04.24	70th Birthday Party	WR	203.85	465.00	668.85	111.60	192.00	477.30		191.55	£ 152.00		
27.04.24	Show- Reggae Night	SH	561.35	1,086.60	1,647.95	271.26	561.35	1,086.60		561.35	£		
	TOTALS		3,095.50	7,770.70	10,866.20	1,803.58	3,074.15	7,797.50		3,065.70	£ 1,690.50		

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PROFIT

Period: 01/04/2024 - 31/05/2024
 Customer: All
 User: All
 Product: All
 Cash register: All

Company: Arden Hall
 Address: Water Orton Road, Birmingham

Code	Product	Quantity	Cost	Total	Profit	Margin
1	Cherry Sourz	10	2.89	19.60	16.71	85.25%
2	Smirnoff Vodka	309	144.56	643.81	499.25	77.55%
3	Bells Whiskey	32	15.25	66.63	51.38	77.12%
4	Kraken Rum	45	29.91	131.25	101.34	77.21%
5	Courvoisier	55	46.19	160.43	114.24	71.21%
6	Bacardi	85	40.13	177.14	137.01	77.35%
7	Jack Daniels	44	26.22	110.00	83.78	76.16%
8	Malibu	113	46.59	235.39	188.80	80.21%
9	Archers	24	9.36	50.00	40.64	81.28%
10	Jagermeister	49	27.22	102.08	74.86	73.33%
11	Apple Sourz	12	2.73	23.50	20.77	88.39%
12	Southern Comfort	20	9.99	41.67	31.68	76.02%
13	Baileys	14	12.03	40.83	28.80	70.52%
19	Kopparberg Strawberry & Lime	74	117.22	296.00	178.78	60.40%
20	Bulmers	24	25.79	96.00	70.21	73.14%
22	Hobgoblin	3	5.25	12.25	7.00	57.12%
23	Newcastle Brown	55	87.74	224.47	136.73	60.91%
24	Old Speckled Hen	31	41.68	124.00	82.32	66.39%
25	Coke Can	125	63.14	161.27	98.13	60.85%
26	Diet Coke	235	108.09	303.18	195.09	64.35%
27	7-Up	38	15.40	49.02	33.62	68.58%
29	Glass of Cola	131	0.00	109.20	109.20	100.00%
30	Glass of Lemonade	98	0.00	81.63	81.63	100.00%
33	Cordial Half Pint	25	0.00	12.50	12.50	100.00%
34	Cordial Pint	45	0.00	37.40	37.40	100.00%
36	Red Bull	38	36.16	95.00	58.84	61.94%
37	J2O Orange & Passionfruit	114	85.03	265.80	180.77	68.01%
38	Tonic	104	55.63	173.58	117.95	67.95%
39	Tonic Slimline	67	35.85	111.82	75.97	67.94%
40	Orange Juice	47	25.14	78.45	53.31	67.96%
42	Ginger Ale	22	11.39	36.74	25.35	69.00%
43	Mineral Water Still	33	14.18	34.32	20.14	58.67%
44	Carling	656.25	1,038.13	2,515.04	1,476.91	58.72%
48	*Shandy	38	0.00	72.96	72.96	100.00%
49	*Half Shandy	20	0.00	19.20	19.20	100.00%
50	Single Prosecco	56	144.63	324.24	179.61	55.39%
51	Single Red Wine	37	60.99	152.45	91.46	59.99%
52	Single White Wine	112	204.87	461.48	256.61	55.61%
53	Single Rose Wine	27	43.06	111.25	68.19	61.29%

Code	Product	Quantity	Cost	Total	Profit	Margin
54	Gordons	165	74.23	343.78	269.55	78.41%
55	Gordons Pink	159	75.91	331.24	255.33	77.08%
56	Violet Gin	30	19.10	92.49	73.39	79.35%
57	Blood Orange	68	33.26	141.69	108.43	76.53%
59	Brockmans	3	2.17	10.00	7.83	78.34%
60	Tanqueray	59	35.83	132.75	96.92	73.01%
62	Tea/Coffee	270	0.00	450.18	450.18	100.00%
63	Peanuts Salted	11	6.60	9.16	2.56	27.95%
65	Bottle Red Wine	11	56.99	137.50	80.51	58.55%
66	Bottle White Wine	11	59.80	137.50	77.70	56.51%
67	Bottle Rose Wine	10	49.86	125.00	75.14	60.11%
68	Bottle Prosecco	31	197.61	465.00	267.39	57.50%
73	Doombar	48	79.50	195.86	116.36	59.41%
74	7-Up Free	36	14.04	46.44	32.40	69.76%
75	*Dash Lemonade	146	0.00	73.00	73.00	100.00%
76	*Dash Cola	230	0.00	115.00	115.00	100.00%
77	*Dash Lemonade	118	0.00	59.00	59.00	100.00%
78	*Dash Lemonade	24	0.00	12.00	12.00	100.00%
83	Kopparberg Mixed Fruit	57	89.66	228.00	138.34	60.67%
84	Kopparberg 0% All flavour	21	29.32	61.27	31.95	52.15%
85	Mineral Water Sparkling	14	5.73	14.56	8.83	60.63%
86	J2O Apple & Raspberry	54	40.69	125.90	85.21	67.68%
88	Captain Morgan	73	30.96	152.15	121.19	79.65%
89	*Cordial Splash	85	0.00	42.50	42.50	100.00%
90	*Dash Lemonade	23	0.00	11.50	11.50	100.00%
93	Stella 0%	28	20.27	81.74	61.47	75.21%
94	Guinness Surge Can	166	322.06	684.12	362.06	52.92%
95	Pineapple Juice	27	14.61	45.06	30.45	67.58%
97	Peroni	122	121.25	386.47	265.22	68.63%
98	San Miguel	59	51.60	186.86	135.26	72.38%
99	Crisps Cheese & Onion GRAB	55	30.71	55.00	24.29	44.17%
100	Crisps Salt & Vinegar GRAB	12	6.52	12.00	5.48	45.65%
101	Crisps Ready Salted GRAB	42	23.52	42.00	18.48	44.00%
103	Thatchers Gold	154.5	190.04	502.01	311.97	62.15%
105	Tequila Rose	158	72.10	329.21	257.11	78.10%
106	Pork Scratchings	18	15.66	35.10	19.44	55.38%
107	Hot Chocolate	26	0.00	54.15	54.15	100.00%
112	Bulmers Crushed Berry & Lime	17	24.62	68.00	43.38	63.80%
114	Tequila	7	3.15	14.59	11.44	78.41%
115	Disaronno Amaretto	81	40.25	202.50	162.25	80.13%
117	Crisps - Chilli Twists	6	3.78	6.48	2.70	41.67%
118	Bacon/Scampi Fries	39	15.99	29.25	13.26	45.33%
119	Bombay Mix	7	4.54	7.00	2.46	35.19%
120	Poppadum Dip	17	19.89	34.85	14.96	42.93%
121	Warm Hub Free Drink	270	0.00	0.00	0.00	NaN
Code	Product	Quantity	Cost	Total	Profit	Margin
			4,514.26	14,051.44	9,537.18	

LOSS AND DAMAGE BY PRODUCT

Period 01/04/2024 - 31/05/2024
User All
Product: All

Company: Arden Hall
Address: Water Orton Road, Birmingham

Code	Product	Quantity	UOM	Total before tax	Total
44	Carling	44.25	Pint	70.16	84.19
48	*Shandy	1		0.00	0.00
50	Single Prosecco	1	Bottle	2.47	2.97
55	Gordons Pink	2	Shot	0.96	1.15
99	Crisps Cheese & Onion GRAB	2		1.12	1.34
103	Thatchers Gold	293.5	Pint	360.28	432.33
115	Disaronno Amaretto	1	25ml	0.52	0.62
				435.51	522.61