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. A Haywood, Cllr. D Pearce, Cllr. S Temperton & Cllr. J Ward.

MINUTES OF LEISURE SERVICES COMMITTEE MEETING

HELD AT ARDEN HALL, SPENCER LOUNGE WEDNESDAY 10TH JUNE 2026 7:20PM

Members Present:	Cllr. S Beechey (Chair), Cllr. P Allen (Vice-Chair), Cllr. A Haywood & Cllr. D Pearce.
Guests in Attendance:	None
Public in Attendance:	One
Officers in Attendance:	Clerk & Minute Taker: Gemma Burgess Facilities Officer: Andy Giffin Community & Leisure Officer: Dylan Faultless-Hodgson

		Action
L26-027	**Chair's Welcome:** Cllr. S Beechey welcomed all to the meeting.	
L26-028	**Apologies:** Apologies were received and noted from Cllr. S Temperton & Cllr. J Ward.	
L26-029	**Declarations of Interest:** Cllr. S Beechey declared a non-pecuniary interest in item L26-035c as treasurer of Castle Bromwich Lions FC.	
L26-030	**Minutes:** The minutes of the previous meeting held on Wednesday 8th April 2026 were agreed as a true record by those who had been present.	
L26-031	**Public Question Time:** A resident spoke to update on plans for a fundraiser for Birmingham Dogs Home in 2027 with further events being considered for 2028 and beyond. Permission was given for a tribute act for the fundraiser.	
L26-032	**Payments:** Payment run 2026-06-10 was considered. **RESOLVED:** That payment run 2026-06-10 be approved. (att p5).	
L26-033	**CBPC Officers Report:** a. The report was noted (attached at pp6-7). Staff are working on the list of jobs from the councillor walkabout. The new vehicle access to the park should be installed soon (before Party in the Park) and a dropped kerb will be investigated for next year. b. **Party in the Park:** plans are progressing well. The pop-up bar prices, which have been kept affordable, have been advertised in the hope of residents supporting the enterprise in order to recoup some set up costs. The park is scheduled to be mowed on the 19th, weather dependent.	1.

L26-034 **Bar Functions:**

a. The Bar Trading Analysis reports for April & May 26 were noted. (att pp8-9).
b. The profit report for April & May 26 (excluding coffee & post-mix costs) was noted. (attached at pp10-12). Non-profitable lines of stock will be removed.
c. The wastage for April & May 26 was noted. Issues regarding deliveries of short-dated or out-of-date stock have been resolved. A fobbing issue which increased Madri draught wastage has been resolved by turning the flow rate down. (attached at p13).
d. The Q4 External Stock Check was noted. (attached at pp14-15)

L26-035 **Considered:**

a. **Bar Purchases for Party in the Park:** It was noted that ice will be delivered on the day at a cost of £100 and that purchases above usual authorisation will be needed.
RESOLVED:
- That £100 may be spent from Petty Cash for ice delivery.
- That up to £3000 may be spent at Booker for stock on a sale or return basis.

b. **Request from CBC&SC**: A metered electrical supply for the garage has been requested at the club's cost.
RESOLVED: That permission be given for a metered supply from the facilities workroom which will be recharged on a monthly basis.
c. **Toilet facilities for sports teams:** An update was given following a recent meeting with a supplier of long-term hire toilets. The costs were expected to be around £5k a year but the units offered were larger than needed. A working party will progress the matter as provision is needed for sports teams by September.
d. **LED replacement lights in the Windsor Room:** 2 quotes from NICEIC Approved Contractors were considered as part of the on-going upgrade to LED lighting at Arden Hall for 9no 600x600 LED surface mounted panel lights, 1no circular LED bulkhead in foyer area, 10no JCC Downlights and replacement 1-gang 2-way switch in the Windsor Room.
RESOLVED: That R.H. Electrical Services Limited be instructed for the above-mentioned works at a cost of £1100.
e. **Corkage:** It was noted that there is provision for corkage in the Hire Regulations at £5 a bottle but that in practice it is hard to manage in terms of licensing objectives, staffing and competition with bar provision. A hirer has requested a very significant corkage package.
RESOLVED: That corkage be removed from the Hire Regulations and accommodation be made from the bar for the hirer.
f. **Hire Charges for 2027-28:** The disparity in room rates across the venue was considered and the Clerk was directed on what should be presented to Council.
g. **Outdoor Gym Sign-Off:** The post installation report of the outdoor gym was noted. Some low-risk concerns were raised with the following description:
"There are obstacles located within the movement space of the item in contravention of the requirements of BS EN 16630 (1500mm required / 1350mm provided) - No action given the risk assessment"
The issue was raised with Wicksteed, the installers, and the inspector who has responded with the following comment:
"Compliance with the standard is NOT a legal requirement and non-compliance does not necessarily mean that something is unsafe. The most important thing is that all risks are assessed and are at an acceptable level. The HSE talk about 'tolerable risk', 'intolerable risk', and 'ALARP' (as low as reasonably practicable), so essentially, safety is not just strictly about compliance with the standard. The reason we say that no action is necessary is because the risk level wouldn't change if action was taken."
h. **CBC&SC Licensing:** deferred while awaiting detailed information.
i. **Hire Regulations – Discounts:** The eligibility for discounts was considered.
RESOLVED: That the Hire Regulations be updated with a clause about discounts. (attached at pp16-19)

L26-036 **Councillors' reports and items for future agendas:**

- Cllr. Pauline Allen reported on a successful Civic Service and thanked staff for their efforts.
- Cllr. S Beechey recently attended the CBHGT Stakeholder meeting; the current Chief Executive will be retiring soon.

L26-037 **Action Log:** The following items remain outstanding:

* War Memorial bollard options	Clerk/FO – to be prioritised
* Solar buying group	Clerk
* Toilets in Park/funding	Clerk
1. Dropped kerb for new vehicle access to park	Clerk

L26-038 **Date of next LSC Committee Meetings (7pm, Spencer Hall):**
9th Sept (additional if needed), 14th Oct, 9th Dec

This meeting ended at 8:30pm

.....

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 01/04/26

Payment Run 2026-06-10

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Payment Reference Total
5203		£23.47	£3.91	£19.56	18/05/26	SMBC - Cleaning materials for Arden Hall	
5204		£54.75	£2.61	£52.14	21/05/26	ESPO - Gas Supply @ Council Office 31/03/26-30/04/26	
5205		£152.43	£7.26	£145.17	21/05/26	ESPO - Gas Supply @ Arden Hall 31/03/26-30/04/26	
5215		£633.68	£105.62	£528.06	21/05/26	Horizon Soft Drinks Ltd - Bar Delivery- 22/05	
5218		£50.00	£0.00	£50.00	26/05/26	Mr N D Thomas (Window Cleaner) - Window Cleaning May	
5220		£130.90	£21.82	£109.08	18/05/26	SMBC - Cleaning materials for Pavillion Function Room - V sweep Frame & Cover Not delivered	
5221		£2,651.00	£441.83	£2,209.17	01/06/26	Fairways Contracting Ltd - Monthly Instalment Grounds Maintenance	
Total		£3,696.23	£583.05	£3,113.18			

Signature GMBurgess Signature

Date 5/6/26 10/6/26

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

CBPC Officers' Report 10th June 2026

A. BOOKINGS AND HIRERS

- Since the last meeting, we have held 44 private hire sessions alongside our regular hirers
- A new Pilates hirer will be becoming a regular hirer in the Pavilion on a Tuesday evening and Friday morning
- A new weekly 'What's on @ Arden Hall ' schedule has been circulated around the building and on social media to promote our hirers and what we offer
- We are seeing an upcoming busy summer for Arden Hall, with August weekends being booked up quickly

B. ARDEN HALL BUILDING AND MAINTENANCE:

- Warranty work on the flat roof is still expected; samples have been taken by the manufacturer.
- The foyer flooring has been completed and funded through insurance claim.
- New defibrillators for Arden Hall and the Pavilion have been installed and registered on The Circuit.
- Internal repairs have been made in the dance studio following the repointing & replacement downpipe. Unfortunately, a mirror was cracked during the process so will be replaced.
- The intercom system on the rear of Arden Hall is due to be installed on 22nd June.
- There have been some teething problems with access for the hygiene collections which are hopefully now sorted.
- Fitted new toilet roll holder in Windsor room Ladies.
- Removed old waste pipes from Spencer kitchen sink and capped off.
- Fixed toilet door in Spencer Men's toilets.
- Replaced damaged ceiling tiles in Spencer lounge.
- Put picture back on wall in Spencer lounge.
- Fixed broken door handle in storage cupboard.
- Replaced managers sign on door for Office sign.

C. PAVILION

- Replaced rotten timber on Pavilion balcony with new timber sanded and painted.
- Replaced broken toilet roll holder in Womens toilet.
- Replaced broken toilet in Womens toilets.
- New clothing hooks have been put up in changing rooms.
- Arden Hall staff have been assisting with cleaning and hirers where needed. Including a deep clean of the kitchen, shower rooms and toilets.

D. STAFF

- Two staff members are on long-term sickness leave.

E. OPEN SPACES

- The Outdoor Gym is completed and in use to positive feedback.

- The fencing survey report on leaning sections in the rear car park is awaited.
- Replacement wooden bollards will be installed as necessary while a composite solution is investigated.
- The additional vehicle access gate onto the playing fields is being manufactured and due to be installed soon.
- Reinstated Anti climb paint to fencing, gates and garage roof.
- Strimming grass around goal posts, bins and gateways on all sites.
- Continued hedgerow management on all sites.
- Fixed outside tap on Pavilion.
- Applied weed killer around Tennis courts, Pathways, Car parks and Buildings.
- Unblocked drains at Arden Hall Dance studio toilets.
- Erected 3x Flower beds for front of Arden Hall.
- Took down old wooden notice boards from Tennis courts fencing.
- All Notice boards, Bins, Benches and Signs cleaned on all council sites.
- Removed dead tree from Village green.
- Cut back hedgerow behind Tennis courts.
- Rubbed down and Painted Bench in Garden of Rest.
- Cut back hedgerow at back of 99 Water Orton Road as requested.
- Filled all new flower beds with 6 ton of soil.

F. EVENTS

- Party in the Park planning is going well. All hirers have been finalised
- The stage schedule has been finalised
- The programme sponsors have sold out
- The programme is near completion
- Lollys have a few spare stalls to sell but are also doing very well
- Arrival times have been shared with vendors
- The bar has been organised, just need to buy the stock!
- Still on the hunt for volunteers, please let me know if you are available
- The gym equipment opening was well attended by community members and council members and was a nice welcome addition
- The civic service was held on Sunday and ran smoothly with good attendance from those invited

Upcoming Tribute Nights

- 13th June – Jersey Boys
- 26th September – Freddie Mercury
- 17th October – Meatloaf
- 28th November- Dolly Parton
- 12th December- UB40

G. BARS

- May has been a strong month sales-wise.
- Spencer Cellar is in desperate need of chiller replacement; we cannot use the current system as it has completely failed. We cannot keep stock cold and draught beer will struggle
- We had issues will fobbing on both carling and Madri. Madri being hit particularly hard, Molson Coors has assisted in lowering the flow rates and has been fine since.
- We have issues with out-of-date stock, all stock is now being labelled and only Sharon and I are to restock fridges to ensure good stock rotation
- We had some issues with Madri Bottles being delivered twice that were out of date when delivered, this has hopefully been resolved with the brewery and fingers crossed will not happen again.

H. YOUTH COUNCIL

No meeting held

Apr 26

Date	Event	Room	TILL READ				ACTUAL		DISCREPANCY		
			Cash	Card	Total	VAT	Cash	Card		Cash Banked	Room Hire Fee
				-	£			0		0	
02.04.26	Coffee Morning	SL	49.20	2.20	51.40	8.57	52.20	2.20	3.00	49.20	£ -
04.04.26	Table Top	SL	62.15	47.40	109.55	18.26	62.15	47.40	-	62.15	£ -
09.04.26	Coffee Morning	SL	34.80	8.80	43.60	7.27	32.60	11.00	0.00	32.60	£ -
10.04.26	Wake	SL	218.70	669.40	888.10	148.02	218.70	669.40	-	218.70	£ 95.00
11.04.26	80th Birthday	SL	118.50	563.10	681.60	113.60	118.50	563.50	0.40	118.10	£ 137.00
12.04.26	Childrens Birthday Party	SH	41.10	324.20	365.30	60.88	41.10	324.20	-	41.10	£ 165.00
15.04.26	Wake	SL		578.80	578.80	96.47	-	585.60	6.80	0.00	£ 95.00
16.04.26	Coffee Morning	SL	55.75	15.60	71.35	11.89	55.75	15.60	-	55.75	
17.04.26	Engagement Party	WR	380.60	182.80	563.40	93.90	182.80	380.60	-	182.80	£ 136.00
18.04.26	Tribute night - Soul & Motown	SH	275.70	556.45	832.15	137.80	282.40	556.75	7.00	275.40	£ -
23.04.26	Coffee Morning	SL	30.80	15.95	46.75	7.79	30.70	15.95	- 0.10	30.70	
26.04.26	1st Birhday Party	WR	167.70	27.80	195.50	32.59	27.80	167.70	-	27.80	£ 121.00
27.04.26	Wake	SL	187.95	158.00	345.95	57.66	187.95	158.00	-	187.95	£ 115.90
30.04.26	Coffee Morning	SL	44.40	13.20	57.60	9.60	44.40	13.20	-	37.60	£ -
			-	-	-	-	-	-	-	0.00	£ -
			-	-	-	-	-	-	-	0.00	£ -
			-	-	-	-	-	-	-	0.00	£ -
			-	-	-	-	-	-	-	0.00	£ -
			-	-	-	-	-	-	-	0.00	
										0.00	£ -
											£ -
	TOTALS		1,618.15	3,163.70	4,831.05	804.30	1,337.05	3,511.10	17.10	1,319.85	864.90
									-		
									-		
									-		

floats made up in safe

- - - - - -
- - - - -

Deducted £6.80 from Coffee morning as payments received on 15.04 were all card but refunds given in cash

May 26

Date	Event	Room	TILL READ				ACTUAL		DISCREPANCY		
			Cash	Card	Total	VAT	Cash	Card		Cash Banked	Room Hire Fee
				-	£			0		0	
02.05.26	Table Top Refreshments	SH	41.00	6.60	47.60	7.93	41.10	6.60	0.10	41.00	£ -
06.05.26	CBTG AGM	SL	11.06	36.60	47.66	7.94	11.25	36.60	0.19	11.06	£ -
07.05.26	Coffee Morning	SL	30.30	11.00	41.30	6.87	32.40	8.80	- 0.10	32.40	£ -
07.05.26	Wake	SH	52.35	123.85	176.20	29.37	52.35	123.85	-	52.35	£ -
08.05.26	16th Birthday Party	SH	75.40	425.50	500.90	83.48	75.40	425.50	-	75.40	£ -
09.05.26	40th Birthday	SH	365.80	2,179.90	2,545.70	422.21	368.55	2,178.20	1.05	367.50	£ -
09.05.26	Quiz	WR	7.80	165.15	172.95	28.83	7.80	165.15	-	7.80	£ -
14.05.26	Coffee Morning	SL	33.60	20.35	53.95	8.99	33.60	20.35	-	33.60	£ -
15.05.26	21st Birthday	SH	152.95	1,738.52	1,891.47	315.25	152.95	1,747.22	8.70	144.25	£ -
16.05.26	Tribute Night - 80's	SH	324.65	517.62	842.27	140.17	324.65	517.62	-	324.65	£ -
21.05.26	Coffee Morning	SL	42.45	18.15	60.60	10.10	42.45	18.15	-	42.45	£ -
23.05.26	Baby Shower	WR	147.60	541.15	688.75	114.79	147.60	541.15	-	147.60	£ -
28.05.26	Coffee Morning	SL	42.75	13.20	55.95	9.33	42.75	13.20	-	42.75	£ -
29.05.26	Wake	SH	200.00	7.00	207.00	34.50	200.00	7.00	-	200.00	£ -
31.05.26	Fashion Pageant	SH	9.00	56.80	65.80	10.54	9.00	56.80	-	9.00	£ -
			-	-	-	-	-	-	-	0.00	£ -
			-	-	-	-	-	-	-	0.00	£ -
			-	-	-	-	-	-	-	0.00	
			-	-	-	-	-	-	-	0.00	£ -
											£ -
	TOTALS		1,495.71	5,861.39	7,398.10	1,230.30	1,541.85	5,866.19	9.94	1,531.81	-
									-		
									-		
									-		

floats made up in safe

Sum up

- - - - - -
- - - - -

PROFIT

Period: 01/04/2026 - 31/05/2026
Customer: All
User: All
Product: All
Cash register: All

Company: Arden Hall
Address: Water Orton Road, Birmingham

Code	Product	Quantity	Cost	Total	Profit	Margin
23	Newcastle Brown	3	4.84	12.62	7.78	61.64%
68	Bottle Prosecco	9	53.99	135.00	81.01	60.01%
88	Captain Morgan	64	27.78	138.67	110.88	79.96%
26	Diet Coke	195	82.65	292.50	209.85	71.74%
134	Default Cola- 1/2 PINT	9	0.00	10.50	10.50	100.00%
6	Bacardi	73	31.16	158.17	127.00	80.30%
49	*Half Carling Shandy Top Up	7	0.00	7.12	7.12	100.00%
29	Half Pint Cola	162	0.00	189.00	189.00	100.00%
74	DEFUNCT 7-Up Free	8	3.36	12.00	8.64	72.03%
131	*Half Madri Shandy Top Up	1	0.00	1.27	1.27	100.00%
9	Archers	34	13.90	73.67	59.77	81.13%
52	Single White Wine	54	98.74	270.00	171.26	63.43%
94	Guinness Surge Can	139	297.76	648.67	350.92	54.10%
77	*Dash Lemonade	47	0.00	23.50	23.50	100.00%
65	Bottle Red Wine	2	10.52	26.67	16.15	60.56%
125	Sambuca	50	24.00	83.33	59.33	71.20%
12	Southern Comfort	6	2.80	13.00	10.20	78.49%
128	Rekorderlig Wild Berries	47.55	96.65	202.09	105.44	52.17%
105	Tequila Rose	76	32.24	134.67	102.43	76.06%
85	Mineral Water Sparkling	8	4.25	11.67	7.42	63.60%
63	Peanuts Salted	15	9.30	20.00	10.70	53.50%
55	Gordons Pink	52	24.08	112.67	88.59	78.63%
43	Mineral Water Still	12	4.94	17.50	12.56	71.78%
97	Peroni	82	83.84	259.67	175.83	67.71%
27	DEFUNCT 7-Up	9	3.76	13.50	9.74	72.12%
126	Corona	83	87.17	262.83	175.67	66.83%
129	0.0% Gordons Alcohol Free Gin	13	4.68	21.67	16.99	78.40%
38	Tonic	28	15.50	51.33	35.84	69.81%
7	Jack Daniels	34	19.47	96.33	76.86	79.78%
50	Single Prosecco	34	91.84	212.50	120.66	56.78%
30	Half Pint Lemonade	161	0.00	187.83	187.83	100.00%
123	Guinness Zero	41	67.75	157.17	89.41	56.89%
83	Kopparberg Mixed Fruit	39	61.59	169.00	107.41	63.55%
10	Jagermeister	14	7.77	30.33	22.56	74.38%
143	Half Pint Diet Lemonade	10	0.00	11.67	11.67	100.00%
66	Bottle White Wine	7	36.05	93.33	57.28	61.37%
120	Poppadum Dip	2	2.58	5.40	2.82	52.22%
86	J2O Apple & Raspberry	38	29.97	95.00	65.03	68.46%
44	Carling	207.25	331.62	846.27	514.65	60.81%

Code	Product	Quantity	Cost	Total	Profit	Margin
1	Cherry Sourz	49	15.35	62.08	46.73	75.27%
24	Old Speckled Hen	6	8.55	24.50	15.95	65.10%
132	*Madri Shandy Top Up	1	0.00	2.55	2.55	100.00%
89	*Cordial Splash	28	0.00	14.00	14.00	100.00%
4	Kraken Rum	38	25.14	114.00	88.86	77.95%
95	Pineapple Juice	17	9.84	31.17	21.33	68.42%
19	Kopparberg Strawberry & Lime	41	65.32	177.67	112.35	63.24%
84	Kopparberg 0% All flavour	28	36.89	107.33	70.45	65.63%
62	Tea/Coffee	332	0.00	608.66	608.66	100.00%
42	Ginger Ale	2	1.18	3.67	2.49	67.82%
115	Disaronno Amaretto	24	11.87	60.00	48.13	80.22%
138	Default Diet Lemonade- 1/2 PINT	1	0.00	1.17	1.17	100.00%
127	Madri Draught	280.75	458.85	1,193.19	734.34	61.54%
22	Hobgoblin	2	3.42	9.00	5.58	62.04%
75	*Dash Lemonade	29	0.00	14.50	14.50	100.00%
107	Hot Chocolate	16	0.00	36.67	36.67	100.00%
33	Cordial Half Pint	58	0.00	29.00	29.00	100.00%
53	Single Rose Wine	44	69.27	220.00	150.73	68.52%
2	Smirnoff Vodka	192	80.96	416.00	335.04	80.54%
124	Absolut Raspberri	16	8.28	40.00	31.72	79.31%
78	*Dash Lemonade	11	0.00	5.50	5.50	100.00%
25	Coke Can	126	68.92	210.00	141.08	67.18%
36	Red Bull	21	19.55	52.50	32.95	62.75%
13	Baileys	6	3.81	19.00	15.19	79.97%
135	Default Lemonade- 1/2 PINT	9	0.00	10.50	10.50	100.00%
5	Courvoisier	25	19.80	75.00	55.20	73.59%
56	Violet Gin	7	3.72	21.58	17.87	82.78%
39	Tonic Slimline	40	19.03	73.33	54.30	74.04%
101	Crisps Ready Salted GRAB	26	14.67	34.67	19.99	57.68%
76	*Dash Cola	103	0.00	51.50	51.50	100.00%
122	Madri	41	43.34	114.00	70.66	61.98%
34	Cordial Pint	43	0.00	35.83	35.83	100.00%
54	Gordons	58	25.39	125.67	100.27	79.79%
102	Jug of Squash	3	0.00	6.25	6.25	100.00%
67	Bottle Rose Wine	4	20.70	53.33	32.63	61.19%
130	0.0% Captain Morgan Alcohol Free Spiced Rum	1	0.36	1.67	1.31	78.40%
57	Blood Orange	25	12.02	52.08	40.07	76.93%
37	J2O Orange & Passionfruit	55	43.61	137.50	93.89	68.28%
99	Crisps Cheese & Onion GRAB	27	15.39	36.00	20.61	57.25%
48	*Carling Shandy Top Up	10	0.00	20.42	20.42	100.00%
93	San Miguel 0%	33	26.49	96.25	69.76	72.48%
139	*Dash Diet Lemonade	3	0.00	1.50	1.50	100.00%
60	Tanqueray	17	8.80	39.67	30.87	77.82%
40	Orange Juice	23	13.52	42.17	28.65	67.94%

Code	Product	Quantity	Cost	Total	Profit	Margin
90	*Dash Lemonade	8	0.00	4.00	4.00	100.00%
20	Bulmers	50	62.90	200.00	137.10	68.55%
73	Doombar	19	33.84	88.67	54.83	61.84%
8	Malibu	97	38.16	210.17	172.01	81.84%
51	Single Red Wine	18	30.20	90.00	59.80	66.44%
			2,985.65	**10,182.00**	**7,196.35**	

LOSS AND DAMAGE BY PRODUCT

Period 01/04/2026 - 31/05/2026
User All
Product: All

Company: Arden Hall
Address: Water Orton Road, Birmingham

Code	Product	Quantity	UOM	Total before tax	Total
2	Smirnoff Vodka	4	Shot	1.66	1.99
22	Hobgoblin	19	Bottle	32.46	38.95
24	Old Speckled Hen	1	Bottle	1.42	1.71
38	Tonic	1	Bottle	0.57	0.68
39	Tonic Slimline	11	Bottle	5.23	6.27
42	Ginger Ale	3	Bottle	1.77	2.12
44	Carling	19.25	Pint	31.05	37.26
54	Gordons	1	Shot	0.42	0.51
68	Bottle Prosecco	1	Bottle	6.00	7.20
83	Kopparberg Mixed Fruit	5	Bottle	7.87	9.44
99	Crisps Cheese & Onion GRAB	8		4.44	5.33
101	Crisps Ready Salted GRAB	4		2.21	2.65
122	Madri	8	bottle	8.52	10.23
126	Corona	1	bottle	1.06	1.27
127	Madri Draught	48.25	Pint	80.37	96.45
128	Rekorderlig Wild Berries	13.75	Pint	27.97	33.56
				213.02	**255.62**

MAH&SON

Stocktaking & Advisory Service

Version 1

Stock Audit Report

Arden Hall
Water orton Road
Birmingham
B36 9PB

Manager *Gemma/Dylan*

Stocktake *Mark Hopkins*
Company Freelance

Stock Period gross profit & retail performance

	Liquor
Date	***01-Apr-26***
Previous Date	***02-Jan-26***
Period - Days	*89*
Sales vat exclusive	£12,235.98
Opening Stock	£4,636.29
Purchases	£3,917.10
Closing Stock	£3,851.96
Sales @Cost	£4,701.43
Gross Profit	£7,534.55
GrossProfit %	***61.58%***

	Value	*% to Sales*
Pump Clear	*£0*	*0.0%*
Wastage	*£687*	*4.7%*
Retail Resul	*£113*	*0.8%*
Stock Holdi	*73*	*Days*
Average weekly sales vat exclusive	£962	
Cash Check Surp/defic	***£0.00***	

Comments

Retail Surplus = £113.00
GP Achieved 61.58%

Arden Hall

LIQUOR GROSS PROFIT & RETAIL PERFORMANCE

Actual Gross Profit

Actual Sales Vat Incl	14683.17	
Actual Sales VAT Excl	**12235.98**	
Opening Stock	4636.29	
Purchases	3917.10	
Less Closing Stock Val	3851.96	
Sales Value @ Cost	**4701.43**	
Actual Gross Profit	**£7,535**	**61.58%**
Stock Holdi	£3,851.96	**73 Days**
Sales@Cost	£52.83	

Calculated Gross Profit

	Vat ex	Vat Incl
Gross Consumption	12714.17	15257.00
Allowances - Pump Cleaning	0.00	0.00
Wastage	572.63	687.15
Net Consumption	**12141.54**	14569.85
Less Consumed @ Cost	**4701.43**	
Calculated Gross Profit	**£7,440**	**61.28%**
Gross Profit Yield	**£94.43**	**100.49%**
Retail Result	**£113.32**	**0.77%**
Till Recorded Sales		
Actual Sales	£14,683	
Variance Actual to Tills	**£14,683**	

LIQUOR SALES, PROFIT & STOCK ANALYSIS

DESCRIPT 01-Apr-26	Days Stock Holding	Calculate Gross Profit%	% of Sale Value to Total	% Profit Value to Total	Sales at Cost	Calculate Sales	Stock on Hand Value	Net Purchase	Ave Price per Unit Vat Incl
DRAUGHT	**26**	**56.88**	25.31%	22.96%	1,376	3,829	400	1,001	4.82
BOTTLED I	**67**	**59.34**	19.63%	18.58%	1,006	2,969	754	1,204	4.38
SNACKS &	**31**	**28.20**	2.37%	1.07%	215	359	74	222	1.32
DRAUGHT	**23**	**71.97**	9.78%	11.22%	345	1,479	89	105	0.97
MINERALS	**23**	**65.39**	13.88%	14.48%	606	2,100	158	440	1.89
SPIRITS	**227**	**75.46**	18.75%	22.56%	580	2,836	1,480	538	2.49
FORTIFIED	**0**	**0.00**	0.00%	0.00%	0	0	0	0	
TABLE WI	**139**	**55.69**	10.28%	9.13%	574	1,555	898	407	5.91
TOTAL	**73**	**62.70**	**100%**	**100%**	**£4,701**	**£15,126**	**£3,852**	**£3,917**	**£2.62**

Castle Bromwich Parish Council

Arden Hall, Water Orton Road,
Castle Bromwich, Solihull, B36 9PB
0121 747 6503 counciloffice@castlebromwichpc.gov.uk
0121 747 7150 ardenhall@castlebromwichpc.gov.uk
www.castlebromwichpc.gov.uk

Terms and Conditions of Hire

Arden Hall, Pavilion and Playing Fields (Revised 10.06.2026)

1. Hire Charges

The Hirer will pay the non-refundable deposit for the Hire Charges that is currently in force at the time of booking. Payment of the non-refundable deposit is seen as acceptance of these terms and conditions. The balance of the Hire Charge plus a refundable Hire Bond, will be required to be paid eight weeks prior to the date of the function. Failure to do so will result in cancellation and loss of deposit without notification.

2. Discounts (does not apply to committee rooms, bar packages, bonds or storage/bespoke items)

Resident: The Hirer must be the person responsible for making arrangements, payments and organising the function (including being present for the whole duration). If they live within the parish boundary (and can evidence this with a Council Tax bill) they will receive a 20% discount. This discount cannot be shared with other friends and family not residing at your address. Bookings made by deception will be cancelled and you will lose your deposit. This resident discount only applies to private functions, residents making bookings on behalf of a business will be subject to those terms.

Regular Business Hirer: Regular business hirers are defined as those that priority book 38+ weeks a year and are entitled to a 10% discount.

Charity/Non-Profit & Community Hirers: These hirers will also benefit from a 20% discount. Some form of evidence will be required such as charity or CIC registration, but less formal evidence that your organisation is non-profit making (i.e. sports clubs) may also be acceptable. This discount will also apply to those serving the community in local government, emergency services, schools etc

3. Cancellations

Hirer: All cancellations must be confirmed in writing. If you cancel your booking with more than four weeks' notice, you will lose your deposit but additional Hire Charges will be refunded. If less than four weeks' notice is given, there will be no refund of the Hire Charge. The Hire Bond will be refunded in full in all cases of cancellation. You may apply to the Council in writing (through the Clerk) for special consideration if you believe there are exceptional circumstances for mitigation. Bookings cannot be exchanged or transferred; this will be treated as cancellation and rebooking so any deposit will be forfeited.

Council: In the event that the premises become a) unfit for the use intended by the Hirer or b) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of similar disasters, the Hirer shall be entitled to a refund of any fees already paid but the Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

Insurance: The Hirer may wish to consider taking out their own insurance to cover these and other eventualities.

4. Hire Bond

The Hirer will indemnify Castle Bromwich Parish Council for any loss, injury or damage to property, persons or belongings. A refundable £200 Hire Bond will be required (or £50 for certain mid-week, low-risk functions). This Bond will be returned in part or total under the following conditions:

i) The premises must be vacated in the same condition as at the start of the hire. The cost of any damage, any additional cleaning or other unforeseen costs incurred during the hire will be deducted from the Hire Bond. Should any damage etc be in excess of £200 then the Hirer will be liable to compensate the Parish Council in addition to the Hire Bond of £200.

ii) The Council will inform the Hirer of any breach of Hire Regulations.
Breaches of Hire Regulations are:
   a) Bringing in own alcohol - £25 Penalty charge plus £5 per bottle
   b) Additional cleaning - £25 Penalty charge plus £25 per hour

c) Leaving waste that cannot be easily disposed of on the premises (e.g. helium canisters) - £50
d) Damage - £25 plus cost of repair and materials
e) Exceeding hire period
    i. Up to 30 minutes = £25 penalty plus cost for additional time (rounded up to whole hour), including change of function session if after 6pm.
    ii. Over 30 minutes = £100 penalty plus cost for additional time (rounded up to whole hour), including change of function session if after 6pm.
f) Breaching other Hire Regulations – Minimum £25 (this includes excessive noise in the car park or causing disturbance to our neighbours.)

iii) The Hire Bond will be forfeited if persistent violation of the Hire Regulations occurs. If a public order offence or any other criminal offence is committed then Council staff will call the police and terminate the function.
iv) Commercial Hirers (Those who hire the facilities in order to make a profit) will need to provide written evidence of £2million Public Liability Insurance. Public liability cover will also be required for high-risk activities. A risk assessment covering all activities should also be submitted.

5. Liaison with Council staff

i) The Hirer/Nominated Representative must be the person to meet Council Staff at the beginning of the hire period and they must be present throughout the Hire period.
ii) Any issues during the hire time can be raised with any member of staff on duty.
iii) The Hirer/Nominated Representative will be responsible for all their guests & their behaviour. Children should be supervised throughout the building and grounds.

6. Hire Periods

The Hire Periods as stated on the Booking Form shall be **strictly adhered to.** Additional hours should be booked to cover any preparation and clean up. The facilities will be set up ready for your arrival if instructions have been left with 14-days' notice. You are able to move tables and chairs to suit your event but fire exits must be kept clear at all times. No entry to "staff only" areas is permitted for your health and safety, please ask if you require additional furniture. All guests and equipment must be off the premises by the end of your hire period. Your hire period is the time stated on your booking confirmation. If your booking times say 6pm till 11.30pm, you can get into the building at 6pm and you must have cleared up and left the building by 11.30pm. The Hirer is responsible for the clearing away of any food and decorations. Please separate your food waste into the labelled containers. Black bags can be left in the kitchen areas for staff members to dispose of. **Please remember to be respectful and quiet when leaving as we are in a residential area.** It is the Hirers' responsibility to ensure that all 3rd parties, such as catering, bouncy castles, DJs and venue dressers are aware of and adhere to these rules. You must ensure that you have booked sufficient time for your 3rd party set up. The Hirer retains responsibility for 3rd parties they have engaged.

7. Refusal of Hire

Castle Bromwich Parish Council reserves the right to refuse any Hire without assigning a reason. The Hirer must be the name on the booking form. Events for occasions other than what is agreed on the booking form will be terminated. If your event has a bar please advise guests to bring ID as it may be requested by bar staff.

8. Regular Hirers

i) Invoices will be sent at the end of the month and are payable within 30 days. Persistent non-payment will result in the need for sessions to be paid in advance.
ii) Regular hirers do not need to pay a bond but will be charged any penalties or damage on their normal invoice.
iii) Sessions cancelled with less than 4 weeks' notice will be charged.
iv) Chargeable storage is available and can be arranged through the Arden Hall front desk. Any changes require four weeks' notice.
v) We will happily advertise your sessions – please speak to Council staff with your requirements.
vi) It is your responsibility to inform the Arden Hall front desk of any activity which is to be covered by a music licence. Fees may be payable to cover this.
vii) Regular hirers are subject to the same breach penalties as all other hirers.
viii) All bookings should include a minimum of 15 minutes set up and close down period. Entry is only to be at the start of the booking time and exit must be at the end.
ix) Regular hirers may request that vehicles be left unattended, for example when going on trips. At least 14 days' notice with a list of vehicle registrations is required and the decision given will depend on anticipated demand on that day. If your trip is delayed after the closing time which has been specified, there will be no access to your vehicles until the next morning. We politely request that disabled parking spaces are left available for hall users.

9. Sub-letting

i) The Hirer must not sub-let. The penalty for doing so is a £500 penalty charge and one month's hire suspension.
ii) Castle Bromwich Parish Council reserves the right to separately hire any other parts of buildings at the same time.

10. Occupancy

Hirers will be informed as to the maximum capacity of the specific room hired at the time of booking. The maximum capacity must not be exceeded; any attempt to do so will result in termination of the function as in breach of Health and Safety Regulations/Fire Regulations/Licensing Regulations.

Please note that the maximum capacity for regulations may be different to the maximum comfortable occupancy of a room, depending on your layout of tables/chairs.

11. Licenses & Bars

i) Castle Bromwich Parish Council holds a Premises Licence for Arden Hall which covers Plays (indoors), Live Music (indoors), Recorded Music (indoors), Performance of Dance (indoors), Activity like music/dance (indoors), Facility for making music (indoors), Facilities for dancing (indoors), Facility like music/dance (indoors), Supply of Alcohol by retail (for consumption on the premises).
ii) Music Licence fees and other licences are the responsibility of the Hirer.
iii) There are no hireable bar facilities in the Pavilion.
iv) You may not bring your own alcohol into any building.
v) If you have requested a bar facility, all beverages, including tea & coffee and other soft drinks must be purchased though the bar.
vi) If there is no bar facility, you may bring any non-alcoholic drinks onto the premises.
vii) The Windsor Room bar carries a range of stock but there is no draught.

12. Property:

i) Items left in any of Castle Bromwich Parish Council's facilities are entirely at the owners' risk. Castle Bromwich Parish Council accepts **NO** responsibility for the safe custody of any article or property nor for any loss or damage however caused.
ii) Regular hirers may only leave property in designated and charged storage areas.
iii) Please ensure that any 3rd parties are aware that equipment (such as bouncy castles, DJ equipment, chair coverings, balloon arches or photobooths) must be removed from the facility before the end of your hire period.

13. Electrical Appliances, Equipment and Fittings: It is the Hirers' responsibility to ensure that all electrical appliances brought onto the premises are in good working order. It is the responsibility of the hirer to make any 3rd party such as a caterer or entertainer aware of this regulation.

14. Decorations: Decorations are only allowed on black gloss, mirrored or glass surfaces with Blu Tac. Free standing decorations are welcome. Nothing must be stuck to walls or with any other adhesive as any damage will result in deductions from the Hire bond. Confetti is not permitted but party poppers/streamers are acceptable if cleared away.

15. Smoking and vaping: Smoking and vaping are not allowed inside buildings. Please be considerate to our neighbours when using designated outdoor areas and use the cigarette bins available. All doors must remain shut and should not be propped open for re-entry. Please also remember to keep noise to a minimum when outdoors. Any guest behaving in a loud or antisocial manner will be asked to leave the premises.

16. Posters: We will happily display posters up to A4 size on our noticeboards for any event held at our facilities a week before (subject to availability). We may accommodate larger posters, banners or before that time if possible.

17. Entertainment:

i) You must inform us of any 3rd party entertainment you will be having and submit their Public Liability Insurance.
ii) Permission may be given, on written request, for a pitch in the car park for a food van. Electric hook-up is not supplied.

iii) Where an outdoor bouncy castle has been permitted, electric hook-up is not supplied therefore they will need a generator.
iv) Activities should be confined within the buildings and not cause a noise disturbance to local residents i.e. amplified music, drumming etc
v) Doors and windows must be kept closed where there is amplified music.
vi) Adult entertainment of an erotic nature is NOT allowed on any of the Council's property or land.

18. Parking, Exits & Access:

i) Car parks are provided for users of the facilities at their own risk. Vehicles should not be left overnight or if you leave the facilities. (In exceptional circumstance, such as breakdown or illness, you are required to leave your registration and contact details with Arden Hall [0121 747 7150 ardenhall@castlebromwichpc.gov.uk]).
ii) All vehicles, except emergency vehicles, are prohibited from (un)loading/parking on the front forecourt.
iii) The Council reserves the right to lock the gates to the site at any time if there are security concerns.
iv) The gates will be locked when the park and facilities are closed. There is no provision to access the site outside of these times.
v) Vehicle access to the playing fields is FORBIDDEN except for the emergency services. In specific circumstances, and upon the payment of a damage bond of £1000, permission may be granted.
vi) Hirers are asked to remind guests to use the Car Parking facilities available and not to park on the double yellow lines at the front of the building, the driveway or block local residents' driveways and roads.
vii) Hirers are reminded that car park users should be as quiet and considerate as they can, due to being in a residential area. If visitors of your function make excessive noise such as engine revving, loud music or shouting in the car park, the Council reserves the right to terminate your function and will make a penalty deduction from your bond.
viii) Please only park in disabled bays if you are a blue badge user.
ix) Areas marked "staff only" must be respected. This is for your own Health & Safety.
x) No access to the stage is permitted for visitors to functions. Permission should be requested in advance for performers, DJs etc.

19. Prohibited Items:

The following are excluded from admission to the building:
i) Animals** except assistant dogs.
ii) Articles of an inflammable nature including bottled gas.
iii) Explosive materials.
iv) Steam, Gas or any other engine.
v) Alcohol**, drugs, weapons or other illegal or prohibited substances.
vi) Fireworks are not permitted on any Council property/land unless permission has been granted in writing 14 days in advance.

**unless express permission has been granted in writing 14 days in advance.

20. Other Matters

i) Castle Bromwich Parish Council reserves the right to amend the Hire Regulations without notice.
ii) Hirers should be aware that Council staff have the authority to terminate a function during the Hire period following persistent abuse of any of the above regulations or where there is a risk to staff, the public or property. No refund of hire charges will be given if your function is terminated.
iii) The hirer is responsible for the supervision of children during the hire period. They should not be left to play outside of in communal areas.

iv) Anti-social behaviour will not be tolerated in any circumstances and will be investigated.

v) The Parish Council will press for prosecution against anyone who assaults or abuses any members of its Staff.