

**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY, 2ND NOVEMBER 2016
AT 7.30 PM**

Those present:

- Chairman** Cllr Mrs A Haywood
- Councillors** Cllr K Shaw Cllr E Knibb
Cllr M Rashid Cllr Mrs P Allen
Cllr J MacDonald Cllr Ms J Ward
Cllr R Cupples
- Officers:** Mrs. D Weir, Acting Clerk to the Council
Mrs Rachel Gorton, Deputy Hall Manager
- Public:** Ian Hiley.

1. Apologies

None received. Cllr MacDonald gave his apology for the November Council Meeting.

2. Declarations of pecuniary or conflict of interests.

None Declared.

3. Dispensations.

None requested.

4. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Cupples, **SECONDED** by Cllr Ms Ward, **IT WAS RESOLVED:** that the Minutes of the Meetings held on 5th October 2016, having been circulated, be signed as a true and correct record of the Meeting. There was 1 abstention.

5. Questions from Councillors.

Cllr Shaw requested payment for concrete he had purchased. The Acting Clerk advised she understood payment had been processed at the end of August, but would check. A request was made for two single noticeboards to be added to the rear of the Noticeboard on the Village Green.

6. Questions from the Public.

There were no questions raised.

7. Assistant Manager's Report

Mrs Gorton, Assistant Hall Manager presented her report. She advised that the Castle Bromwich Singers would be holding their 50th Anniversary in 2017. Members considered her report on Halls and Bar Operation. She provided a copy of the Energy Survey carried out in 2014 a copy of which she could provide for members. She also included a previous quotation for a boiler for the Windsor Room and quotation for refurbishment of the Windsor Room which had been undertaken in 2013.

The Chairman referred to the heating in the Windsor Room and whether it was adequate for the size of the room and requested this be considered with the Energy Report undertaken on Arden Hall. The Chairman suggested a Working Party Meeting to consider the various reports.

Carpark Lighting – Members considered the LED quotation from the electrical contractor used by the Council for the rear carpark lighting and **ON THE PROPOSITION** of Cllr Mrs Allen, **SECONDED** by Cllr Shaw, **IT WAS**

ACTION

RESOLVED: that the quotation from the electrical contractor Radford Installations for rear LED carpark lighting, in the sum of £1,395 be accepted, the work to be undertaken as soon as possible.

Vacancy for Cleaner – The Assistant Hall Manager advised that the vacancy of Cleaner was currently being advertised. In response to a query, she confirmed the rate and that hours worked were flexible

8. Bar Stock Report.

Under confidential terms, the Chairman closed the meeting for members to consider the report from the Assistant Hall Manager.

The Chairman re-opened the meeting. Members considered a quotation for provision of an external stockcheck. An additional quotation had been requested, but only 1 quotation received and **ON THE PROPOSITION** of Cllr Cupples, **SECONDED** by Cllr Shaw, **IT WAS RESOLVED:** that the quotation from Mrs T Egan in the sum of £150 per visit for provision of a quarterly external stockcheck be accepted, the first stockcheck to be undertaken on 25th November 2016. There was one abstention.

Members discussed various dates with the Assistant Hall Manager for a rota for other stockchecks to be undertaken. The Assistant Hall Manager to confirm dates to members. The Chairman closed the meeting to enable Mr Hiley to report to members on arrangements for the Remembrance Parade.

9. Remembrance Parade.

Mr Ian Hiley updated members on arrangements for the Remembrance Parade regarding the band, provision of carparking in the area, provision of chairs near the cenotaph for the elderly to sit, the PA System, the involvement of the Youth Council and also the meeting with Stuart Carter, Vicar of St Clements who would be conducting the open air service. He also outlined other administrative arrangements. Members noted a buffet would be delivered to Arden Hall on 13th November. The Chairman asked members if they wished to consider item 21 on the Agenda and this was agreed.

21. Request for Memorial Bench – Bradford Gardens

Mr Hiley gave details of a request by Mrs Upton for a bench to be installed at Bradford Gardens in memory of former Cllr Brian Upton. Mr Hiley circulated a plan identifying two locations.

The Chairman re-opened the meeting and following discussion by members, **ON THE PROPOSITION** of Cllr Mrs Allen, **SECONDED** by the Chairman, **IT WAS RESOLVED:** that consent be granted for a memorial bench to be installed at Bradford Gardens, at Option 1 on the plan.

10. Roof Survey Report – Quotation.

Members considered the response and quotation from the Surveyor to review the works and ancillary alterations that would be required in order to suit the new roof covering and increased insulation (required by building control) and to prepare a specification of works for the Parish Council to tender and monitor the work.

It was agreed that this item be considered at a Working Party Meeting which would be held on either 16th or 23rd November at 6.00 pm.

11. Arden Hall – Refurbishment.

It was agreed that this item be considered at the Working Party Meeting.

12. Flooding to Arden Hall.

Members considered proposed works to the Spencer Lounge which the Assistant Hall Manager has suggested could be commenced 26th December to minimize disruption to hirers and other users.

It was agreed that this item be considered at the Working Party Meeting.

13. Quotation for tarmac works.

Members noted that a quotation had been received and **ON THE PROPOSITION** of Cllr Shaw, **SECONDED** by the Chairman, **IT WAS RESOLVED:** that a) the quotation from Barbour Beattie which was obtained on behalf of the Parish Council by Solihull MBC for work at the rear of the Pavilion adjoining the garage area, excavating to lower ground level and constructing 2m wide footway with concrete edgings linking the existing tarmac areas be accepted in the sum of £3,895.73 and b) the quotation for the disabled parking bays, to widen the existing drive to 5 m to accommodate 2 cars side by side, excavation, new concrete edgings and tarmac and provide new dropped kerb be accepted in the sum of £5,092.62.

14. Replacement Garages.

Members noted that the proposed order for replacement garages was dependent upon tarmac work being undertaken. The work was required immediately adjoining the concrete base for the garages and the concrete base had to be level and flat before the garages could be erected, in accordance with the contractor's terms and conditions.

Cllr Shaw proposed that the contractor be invited to view the base.

15. Land rear of New Street, Castle Bromwich.

Members considered the quotation for proposed works. It was agreed that this item be deferred until plans had been received.

16. Pothole – Access Drive.

Members noted that the cost of remedial work to the access drive was included in the overall quotation and **ON THE PROPOSITION** of Cllr Shaw, **SECONDED** by the Chairman, **IT WAS RESOLVED:** that the quotation from Barbour Beattie which was obtained on behalf of the Parish Council by Solihull MBC be accepted for remedial works required to the access drive, the cost of which was included in item 13.

17. ROSPA Play Inspection Report.

Members considered the Inspection Report and work identified, but felt that certain parts of the Report were ambiguous.

18. Refurbishment of Bars – Specification for works to enable tenders to be invited.

The Assistant Hall Manager referred to the cost of refurbishing the Windsor Room Bar which had been undertaken by an approved shopfitter in 2013.

19. Telephone for Staff.

Cllr Mrs Allen requested members consider purchase of telephones for staff and **ON THE PROPOSITION** of Cllr Mrs Allen, **SECONDED** by Cllr Rashid, **IT WAS RESOLVED:** that Cllr Mrs Allen be authorized to purchase two new pay as you go telephones for staff.

20. Pavilion.

a. Kitchen – location of equipment

It was agreed that this item be deferred to the Working Party Meeting.

b. Cricket frames

Members noted that the issue regarding siting of the cricket frames had been resolved.

c. Quotations for replacement windows and fascia, soffit and guttering

Members considered quotations obtained for replacement windows, fascia, soffit and guttering for the Pavilion and **IT WAS UNANIMOUSLY RESOLVED:** that the

lowest quotation from Greenwoods Windows, Doors & Conservatories for work as outlined in their quotation dated 27th October 2016 for replacement windows, fascia, soffits and guttering in the sum of £8,720 be accepted.

A date for the work to be undertaken agreed prior to an order being placed.

22. Additional Litter Bins – Playing Fields.

Cllr Cupples advised that because the pitches were close together, there was not enough space for litter bins to be placed between the pitches, nor behind the nets. The Assistant Hall Manager to speak to Bromford Lions and the Wardens regarding positioning of wheelie bins for litter when matches are being played.

23. Acting Clerk's Report.

- a) The Acting Clerk advised that the discount from Lidget Compton for the pre-fabricated garages would be 20%, and the Company Representative required the base measuring for confirmation of size of garages prior to order being place and also stressed that the base should be level, square and flat to enable the building to go up efficiently, as per the company's terms and conditions.
- b) The Acting Clerk confirmed that an order had been placed for replacement canopy, side gates and new door for the outside store and this work would be undertaken in the new year.
- c) Members had been given a copy of the survey of the fire doors undertaken by Mitie Fire Protection.

There were no further matters raised and the Chairman closed the meeting at 10.00 pm.