

**MINUTES OF THE MEETING OF THE  
LEISURE SERVICES COMMITTEE  
HELD IN ARDEN HALL,  
CASTLE BROMWICH ON  
WEDNESDAY, 2ND FEBRUARY 2011  
AT 7.30 PM**

**Those present:**

- Chairman** Cllr Mrs. A Haywood
- Councillors** Cllr Mrs. P Allen Cllr I Hiley Cllr Miss J Ward  
Cllr R Amos Cllr J Riordan Cllr Mrs. B Wilkins  
Cllr M Hayes
- Officers:** Mrs. C Tibbles, Clerk to the Council/RFO  
Mrs. T. Kite, Hall Manager [Items 1-5 only]
- Public:** None.

**1. Apologies.**

The apologies from Cllr Rashid were noted for the reasons given.

**2. Declarations of personal or other interests.**

None declared.

**3. Minutes of the previous Meeting.**

**ON THE PROPOSITION** of the Chairman, **SECONDED BY** Cllr Hayes, **IT WAS RESOLVED** that the Minutes of the Meeting held on Wednesday 5<sup>th</sup> January, 2011, having been circulated, be signed as a true and correct record of the Meeting.

**4. Manager’s Report and Arden Hall issues.**

Members noted and considered the report previously circulated and Mrs. Kite reported an increase in funeral bookings recently. Members discussed the recent security matter and rectification, with special thanks being extended to the roofing company for the prompt and efficient attendance. The Clerk was asked to retain a quotation for improvements for future consideration, if necessary. Arrangements for New Year’s Eve 2011 were discussed and Mrs. Kite was asked to report back to members in 6 months with further details and staffing update.

**5. Bar Stock Reports.**

Under confidential terms, members noted the stock report by the Hall Manager and understood the reasons for the slightly higher wastage figures. A discussion took place on the differences between target and actual bar takings, with possible reasons being considered for the shortfall. The trend would be monitored closely.

**6. Pavilion Repairs and Ladies Toilet Refurbishment.**

Members noted the update from the Clerk that floor repair and toilet specifications had been issued with several local builders visiting to assess the work. Due to the tight deadlines, **ON THE PROPOSITION** of Cllr Mrs. Wilkins, **SECONDED BY** Cllr Hayes, **IT WAS UNANIMOUSLY RESOLVED** that the evaluation of quotes be delegated to the Clerk, in consultation with the Hall Manager, and if in excess of budgetary allocations that the matter be referred to the Finance and General Purposes Committee, in line with standing orders.

**7. Residents’ Concerns.**

Members noted the circulated information and additional concerns on parking incidents and ‘car sales’ on grass verges witnessed by members.

**ACTION**

Clerk  
Pending

TK  
6/7

FGP  
9/2

**8. Business Annexe Contract - Tenant.**

Members noted the contract start date reported by the Clerk and the signage information tabled. **IT WAS UNANIMOUSLY RESOLVED** that should there be an early termination by either party that fair recompense for agreed refurbishment work undertaken would be arranged if in excess of the period of occupation.

**9. Allotments.**

Before consideration, **IT WAS UNANIMOUSLY RESOLVED** that the Clerk contact the person making the request to establish specific needs as this was a topic this Council was not yet familiar with.

**10. Consultation – Proposed Review of Dog Byelaws.**

Members were unable to consider this matter as public responses were being re-circulated.

**11. Payments.**

Following clarification of several queries and checking of invoices, **ON THE PROPOSITION** of Cllr Amos, **SECONDED BY** Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the payments as circulated by approved.

**12. Clerk’s Report/Open Spaces Report.**

Members noted the endeavours of the Clerk to conclude numerous projects currently and that priorities were being re-assessed accordingly. An interesting hire opportunity had been declined due to existing commitments, although financially it could have been beneficial. However, she had endeavoured to assist further by emailing other neighbouring councils or venues. The organisation concerned had expressed its sincere gratitude for the extra help given. The Assistant Clerk had re-submitted the £250 Britain in Bloom match funding application as this had not received a response when it was applied for in June 2010. The public complaints regarding an event by a pavilion hirer was still under investigation; she had not yet approached NALC for advice on open space issues and would be clarifying protection required for members if they were raising awareness of the byelaws. Confirmation had been agreed for the tender award, including fixed 4 year pricing, and the tree survey would be commenced the following day. A local company was willing to spend time with the Buildings Working Party at a future meeting to advise on estimated costs. .

ACTION

Clerk  
24/2

LSC  
2/3

Ad.Asst.  
3/2

Buildings  
WP  
TBA