

**MINUTES OF THE MEETING OF THE  
LEISURE SERVICES COMMITTEE  
HELD IN ARDEN HALL,  
CASTLE BROMWICH ON  
WEDNESDAY, 2ND JUNE 2010  
AT 7.30 PM**

**Those present:**

- Chairman**      Cllr Mrs. A Haywood
- Councillors**    Cllr Mrs. P Allen      Cllr I Hiley      Cllr Mrs. B Wilkins  
                         Cllr R Amos      Cllr Rashid [Items 1-11]
- Officers:**      Mrs. C Tibbles, Clerk to the Council/RFO  
                         Mrs. T. Kite, Hall Manager [Items 1-7]
- Public:**          None.

**1. Apologies.**

The apologies from Cllr M Hayes, Cllr J Riordan and Cllr Miss J Ward were noted for the reasons given.

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

None declared.

**3. Election of the Vice-Chairman.**

**ON THE PROPOSITION** of Cllr Mrs. Allen, **SECONDED BY** Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Mrs. Wilkins be elected as Vice Chairman of the Leisure Services Committee for the Civic Year 2010-11.

**4. Review of Terms of Reference.**

Following consideration and in line with agreed procedures, **ON THE PROPOSITION** of Cllr Hiley, **SECONDED BY** Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the proposed change of delegated powers be recommended to the Council.

**5. Minutes of the previous Meeting.**

**ON THE PROPOSITION** of Cllr Mrs. Allen, **SECONDED BY** Cllr Mrs. Wilkins, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday 5<sup>th</sup> May, 2010, having been circulated, be signed as a true and correct record of the Meeting.

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

Members noted the informative report and the progress with seeking quotations for the York Room toilet refurbishment. Following discussion, **IT WAS AGREED** that the Hall Manager’s recommendation that only trained staff undertake bar functions be accepted and that any issues of concern be raised at the time of occurrence with the Duty Manager. Assistance from hirers and councillors would be politely declined, in line with the Hall Manager’s normal practice, bearing in mind health and safety implications (e.g. breaking glasses, stacking chairs, moving tables etc.). Members considered the fencing options, including samples, and **IT WAS FURTHER RESOLVED** that the Buildings Working Party meet on Tuesday 8<sup>th</sup> June, at 7.30 pm., outside the Windsor Room, with all councillors being invited, to further consider style and location of fencing and gates so that funding applications could be prepared. A hirer had enquired about feedback on future of Arden Hall consultation and some members recalled another meeting being suggested.

**ACTION**

Clerk  
23/6

Council  
30/6

All  
Members  
8/6

MH  
asap

**7. Bar Stock Reports.**

Under confidential terms, members noted the report and bar trading analysis. Members noted the internal auditor was satisfied with viewing actual reports, rather than those in the minute book. **ON THE PROPOSITION** of Cllr Amos, **SECONDED BY** Cllr Mrs. Wilkins, **IT WAS UNANIMOUSLY RESOLVED** that all councillors should receive the Bar Stock Report directly and it no longer be duplicated in the minutes.

**8. Residents' Concerns.**

Members noted the circulated information and the additional update tabled.

**9. Village Green Matters.**

Following consideration, **ON THE PROPOSITION** of Cllr Amos, **SECONDED BY** Cllr Rashid, **IT WAS UNANIMOUSLY RESOLVED** that, in principle, the council should fund the replacement of the Council sign at the Village Green with a double-sided display to incorporate the byelaws and information about the new Youth Council sensory garden project. The Clerk reminded members of the ideas previously discussed to purchase a new Memorial for the Village Green and **ON THE PROPOSITION** of Cllr Amos, **SECONDED BY** Cllr Mrs. Wilkins, **IT WAS UNANIMOUSLY RESOLVED** to fully accept the recommendations previously made. The Clerk would be meeting the stonemason shortly to clarify details for the initial order, leaving the Council time to agree the final wording.

Clerk  
10/6  
tbc

**10. Play Equipment.**

Members noted the installation arrangements and delegated authority to the Clerk to liaise with the Project Group. **ON THE PROPOSITION** of Cllr Mrs. Wilkins, **SECONDED BY** Cllr Hiley, **IT WAS UNANIMOUSLY RESOLVED** to accept the terms of the agreement of the grant funding, subject to the minor amendments. Members preferred locations 'e' or 'c' for the goal area. The Clerk would make initial enquiries about arranging an 'official' opening of the new equipment in mid-July.

Clerk  
15/6

Clerk  
15/6  
Saturday  
am – tbc

**11. Insurance Provision.**

Members noted the change of insurance provision and the levels of cover confirmed by Zurich Municipal for the lowest premium quotation received.

**12. Dog Matters.**

The Clerk tabled several documents, which would be provided to all members. The matter was duly deferred to the next meeting to enable information to be read.

LSC  
7/7

**13. Castle Bromwich Cricket & Sports Club matters.**

Following consideration of the two letters received, **IT WAS UNANIMOUSLY RESOLVED** that the Club be again notified that under the existing agreement in effect since 1<sup>st</sup> January 2000 clause 10 stated the Club were responsible for the preparation of the cricket outfield. By their request, the Club had for some years taken over responsibility for the maintenance of the cricket pitch. This was the reason why the Council's grounds maintenance contract only made provision for maintenance and reparation of the soccer pitches. The Club Secretary, would again be requested to clarify his final paragraph in his previous letter. **IT WAS FURTHER UNANIMOUSLY RESOLVED** that the suggested date for discussion with the Club regarding lease renewal be 1<sup>st</sup> April, 2012. Members hoped that future development options awaiting discussion since the Club cancelled the special meeting previously arranged by them in October 2009 would soon be looked at jointly.

All  
members  
8/6 at  
6.30 pm

**14. Staff Appointment and Disciplinary Procedures.**

**ON THE PROPOSITION** of Cllr Amos, **SECONDED BY** Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the question raised by a member of the public was a matter for the Staff Panel to answer. The date of their next meeting was yet to be arranged.

Staff Panel  
Tba

**15. Business Tenancy.**

Members discussed the progress of this matter and noted that the Clerk would be provisionally meeting to discuss the required schedule of work the following week.

**16. Payments.**

**ON THE PROPOSITION** of Cllr Hiley, **SECONDED BY** Cllr Amos, **IT WAS UNANIMOUSLY RESOLVED** that the payments as circulated by approved. Members noted that new budget printouts were available to view, although report formats were still being refined by the Clerk/Bookkeeper before being circulated.

**17. Clerk's Report/Open Spaces Report.**

Members noted the tabled information from NALC (PO1-10) and the WALC benefits of membership. Members were asked to substitute the signed balance sheet in place of the draft page of their annual accounts following council approval at the last meeting. The Clerk reported several incidents of ASB in the park had resulted in an emergency closure by her the previous week to protect the surface of the cricket pitch, with requests being made for police support, which had since been forthcoming. Understanding and sympathy expressed by other park users who were inconvenienced had been much appreciated by the Clerk and staff. Less abuse had been noted over the bank holiday weekend but her concerns remained at how best to protect staff. No requests had been received from ice cream van owners for permission to trade in the car park. Re-decoration of the Pavilion dressing room showers had been completed, with an apology to a hirer for resulting disturbance. A letter of support had been produced by the Clerk for a hirer applying for grant funding. Keyholding logs would be scrutinized by the Clerk.