

**MINUTES OF THE MEETING OF THE  
LEISURE SERVICES COMMITTEE  
HELD IN ARDEN HALL,  
CASTLE BROMWICH ON  
WEDNESDAY, 4TH JANUARY 2012  
AT 7.30 PM**

**Those present:**

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

**1. Apologies.**

The apologies from Cllr Miss J Ward were noted for the reason given. Cllr M Rashid was absent.

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

None declared.

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

**ON THE PROPOSITION** of Cllr Hiley, **SECONDED BY** Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday 7<sup>th</sup> December, 2011, having been circulated, be signed as a true and correct record of the Meeting.

**4. Manager's Report and Hire issues.**

Members considered the tabled report and noted the success of the New Year's Eve party. Bar sales and ticket sales had been profitable. The Hall Manager confirmed the contractor had been engaged to install the new ceiling and lights for the Spencer Hall in February, hirers would need to be informed and relocated where possible during this disruption, with a few bookings cancelled if the Windsor Room/Lounge was not suitable. Members noted the result of instructions to two hirers to pay overdue invoices, which the Hall Manager confirmed had met with an apology and prompt payment schedule by one hirer and a limited response by another. The Council would consider this outstanding issue under Item 12.

**5. Bar Stock Report.**

Under confidential terms, members noted that until the computer was replaced there was limited information available to the Hall Manager, although the tills may be storing data which gave cumulative totals for each sales point. Data was being processed as the systems allowed.

**6. Replacement Garage.**

Members discussed the need to replace the garage and after consideration of the facts and agreements in place, **ON THE PROPOSITION** of Cllr Mrs. Wilkins, **SECONDED BY** Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that a hirer be informed that storage of equipment had been reviewed and that due to constraints the council would require the space. When alternative arrangements were in place, the garage would need to be demolished and removed.

**ACTION**

Clerk  
25/1

**7. Budget Review 2011/12.**

Members noted the orders for urgent work placed by the Clerk under delegated powers and delegated authority as follows: an order with Berben Installations to replace the wooden fire doors in the pavilion and the two rotten windows on the same side of the Clubroom at a cost of £2272 from the R&M budget; an order also with Berben Installations Ltd to replace the ceiling and lighting in the Spencer Hall, followed by redecoration of the 3 walls, whilst not being the cheapest quotation but, in conjunction with the Chairmen, felt to be the company that could confidently complete the work in the 2 week timeslot available in the safest manner with full scaffolding rather than working from a tower - an additional discount was received for placing both jobs with Berben and the order was duly placed for works quoted to the value of £16,832 plus £2284 for redecoration., being paid by the Capital Projects budget, supplemented by R&M Budget and earmarked reserves if necessary. The safety work had been completed to the ceiling in Arden Hall boiler room, with it being re-sealed, specialist paint applied, air tested and signed off costing £1000, with new lagging being booked at a cost of £650. The roundabout repair in the park had been completed for £1100 which exceeded the Playground Safety Works budget, already fully spent on repairs to surfacing. The new computer system and server had been decided, again in conjunction with the Chairmen and an initial planning meeting with Solutions for IT had taken place. Final costs would be in the region of £12,000 for equipment, with a support contract also to be put in place. A decision to remain with the existing photocopying company, which was the cheapest, was made and the lease option chosen which could be met from existing budgets. A free network printer was included by Midshire Business Systems to supplement the new photocopier.

**8. Residents' Concerns.**

Members noted the information circulated and noted the difficulty for staff always obtaining permission from residents to release their information.

**9. Consultation – Hob Farm Recreation Ground.**

Members noted the consultation results with replies being received from 42% or neighbours (36 replies), with the majority being in favour of shrubbery remaining uncut. It was noted that 58% had not replied with any preference. **ON THE PROPOSITION** of Cllr Hayes, **SECONDED BY** Cllr Terry, **IT WAS UNANIMOUSLY RESOLVED** that, subject to any concerns of the contractor, that the isolated sapling that had matured should be removed. **IT WAS FURTHER RESOLVED** that councillors personally inspect Hob Farm in early summer before confirming the appropriate size for shrubbery. Councillors undertook to read the suggestions and comments made by some residents which would be borne in mind during the inspection.

**10. Working Party Reports and Review of Membership.**

The Buildings and Open Spaces Working Party would meet in February after the delivery of the free trees. After discussion, members would welcome Cllr Mrs. Wilkins and Cllr Elliot joining the working party as their expertise was most valuable. Cllr Amos reported that a funding application was still being prepared.

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

Members noted the Clerk's report detailing a serious incident of flytipping at Bradford Gardens on 27<sup>th</sup> December costing over £500. Gratitude was expressed for prompt and efficient assistance by Ms. Rowley, SMBC Streetcare Officer. There were staff absences to cover and several maintenance issues to oversee. A re-assessment was underway on a music licence with a possible part refund.

Clerk  
Feb.12

Members  
June 12

Members  
Feb.12

Open Spaces  
WP  
Feb.12

BW/EH

Clerk  
10/1

**12. Hirer Complaint and Issues.**

Under confidential terms, members consider the outstanding matters to be concluded and finalized the format of the extra council meeting to be held on Wednesday 11<sup>th</sup> January. **ON THE PROPOSITION** of Cllr Amos, **SECONDED BY** Cllr Riordan, **IT WAS UNANIMOUSLY RESOLVED** that the draft document, as amended, be the approved script for the meeting that the Chairman was authorised to follow.

MH  
11/1