
**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL,
CASTLE BROMWICH ON
WEDNESDAY, 7TH MARCH 2007
AT 7.30 PM**

Those present:

Chairman Cllr J Riordan

Councillors

Cllr J Gibbins
Cllr Mrs. A Haywood
Cllr D Kettle
Cllr Mrs. J Smith
Cllr Mrs. B Wilkins

Officers: Mrs. C Tibbles, Clerk to the Council

1. Apologies.

Apologies had been received from Cllr M Hughes, Cllr C Pearce and Cllr Miss J Ward and were accepted for the reasons given. Get Well wishes would be sent to Cllr Pearce and Cllr Miss Ward.

2. Declarations of pecuniary or other interests.

None declared.

3. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Mrs Wilkins, **SECONDED** by Cllr Mrs Smith, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday 7th February 2007, having been circulated, be signed as a true and correct record of the Meeting.

4. Manager's Report.

Members received the report prepared by Mr. Witten for Hall matters and Miss Ratcliffe for Bar information. After discussion and **ON THE PROPOSITION** of Cllr Gibbins, **IT WAS RESOLVED** that any future bookings for 'table top sales' by Mrs Dimmick should not allow display of untidy hand made posters and that room hire charges should be at the full rate for the areas utilized. **ON THE PROPOSITION** of Cllr Kettle, **IT WAS FURTHER RESOLVED** that the number of tables should allow egress in any emergency, according to health and safety regulations. Members discussed the background to the complaint sent to a hirer by Mr. Witten about excessive mess and failure to adhere to hire regulations. Members discussed damage deposits and the Clerk reported on procedures operated in some local establishments. In the absence of the Hall Manager, **IT WAS RESOLVED** to ask Mr. Witten to propose a system for taking damage deposits for A and C rate customers booking single/casual hire events at evenings and weekends. Cllr Gibbins said it was important to inspect rooms with hirers before and after functions.

Cllr Gibbins asked who had sanctioned the order for the Bridal Fayre banner and the Clerk and Cllr Mrs. Haywood stated they had consulted on this and deemed it beneficial to

promote the event. Following information gleaned by Miss Ratcliffe, the Clerk referred to a door security matter and **IT WAS RESOLVED** that a letter should be sent to the insurance company for clarification. Members discussed the interior condition of Arden Hall and **IT WAS RESOLVED** that Mr. Witten, as the person responsible for the cleaning team, should undertake a fortnightly inspection of all areas so that standards were monitored. Councillors heard of the severe damp in the backstage toilets due to a possible urinal problem – remedial work of opening doors/windows to improve air circulation and checking of the PHS sensor be undertaken. The cork tiles in the York gents toilets also needed thorough cleaning. Cllr Gibbins asked about the staff disciplinary matter referred to and the Clerk said she could not risk prejudicing any hearing at this stage and may be able to report further at the next meeting. The Clerk confirmed that PAT testing had been completed and members discussed the commission referral form, **IT WAS RESOLVED** that it could be brought into use with amendments to the guerdon, 10% commission request and Arden Hall heading. Cllr Gibbins thought it better to email the forms instead of faxing them. An accident had occurred that day with a visitor to the Hall sustaining a fall and requiring an ambulance. A report had been sent to the Health and Safety Executive by the Clerk on a separate matter relating to Arden Hall.

5. Bar Stock Report.

Under confidential terms, members noted the report which detailed the results of the stock take by Miss Ratcliffe and the auditor.

6. Residents' Concerns.

Noted by members. Cllr Gibbins referred to the access problems being experienced by Mrs Snape and **PROPOSED** that a notice be installed on the edge of the grass in front of the brick wall explaining that parking vehicles there was not allowed. Cllr Kettle recalled that a company called Nuneaton Signs may be a manufacturer to contact for quotes and hoped it might solve the easement problem.

7. Communications.

Routine communications received since last meeting were noted as follows: Gloucester City Council Market's Leaflet; Castle Bromwich Gazette; leaflet on Flooring Company specialist services; WALC White Paper Briefing – Tuesday, 20/2/07 at 7 p.m., Warwick; DDA Legal Briefing Update (NALC); Solihull Times; BT Phone book advertising options; Opportunities Bulletin; Veterans World; Shaw's council publications; DEFRA consultation: The Commons Act 2006, Protection of Common Land in England (response deadline 26/3/07); NS Business Forum Bulletin February 07; Post Office Network Consultation DTI; WALC newsletter; Solihull Times; DIS Extra bulletins; National Savings Interest Rates; Sport in the Community – Strategy for Solihull Consultation (deadline 9th February); Sage Payroll Solutions Newsletter; Castle Bromwich Junior School 'Walking Bus Proposals' for using Arden Hall car park (agreed in principal); Cleaning Services A Kleen; Safer Food Better Business training opportunity; Promoting Business Continuity; Clerks & Councils Direct; ACAS Newsletter; The Clerk Journal; enquiry from Mr. Rashid about becoming a Parish Councillor; Solihull Care Trust Board Agenda; Inaugural Conference for Practitioners (Clerks – Stoke-on-Trent); Good Hope Hospital Merger consultation document. Also received: quote to install fluorescent lighting in Spencer Lounge; confirmation from NS&I of transfer of £25,000 from reserves to the general fund; parish boundary maps from Solihull MBC; WM Pension technical brief and Year End arrangements; Opportunities Bulletin; Waste Transfer Note; Standing for Election NALC briefing; PRS Music Certificate; LCAS bulletin admin changes; Staff information on Good Hope merger; sales flyer for N E Cox Building Services. The Clerk added that some post was awaiting her attention since her return from leave that day.

8. Review of Working Parties.

The Building Working Party had discussed the cost of refurbishing the Spencer Hall, Lounge and Windsor Room and recommended a Quantity Surveyor be commissioned for £250 to obtain the accurate costings required for the Parish Council and the lottery application. **IT WAS UNANIMOUSLY RESOLVED** to accept this recommendation. Mr Glyn Davies would contact the planning and fire authorities for the outline views on building regulations. Cllr Gibbins commented on the benefit received from Cllr Mrs. Haywood's valuable contacts and the gratitude of the Parish Council was expressed.

The Marketing Working Party was pleased with the successful planning of the Bridal Fayre and thanks were recorded to Cllr Mrs. Haywood and Mr. Alf Haywood who had been the prime contact for relaying information to the exhibitors. Cllr Mrs Haywood in turn thanked the Clerk for her assistance.

9. Review of Staffing issues, National Pay Award and Incremental Awards.

Under confidential terms, Councillors reviewed staffing issues, received update on the National Pay Award negotiations for April 2007 and considered incremental awards for relevant Arden Hall staff. **IT WAS UNANIMOUSLY RESOLVED** that recommendations be considered by the Finance and General Purposes Committee.

10. Arden Hall and Community Regeneration.

After discussion, Councillors discussed the need to canvass other sources of funding in case of rejection of the Lottery Community Buildings application. A management committee was again referred to. **IT WAS UNANIMOUSLY RESOLVED** that the Finance and General Purposes Committee be given full delegated authority to approve the final lottery application as figures for building and refurbishment would not be available at the end of the month for full Council.

11. Accounts.

Following resolution of queries raised by members on Direct Security, on the **PROPOSITION** of Cllr Kettle, **IT WAS UNANIMOUSLY RESOLVED** that the accounts as set out in the enclosure be approved.

12. Clerk's Report/Open Spaces Report.

Election Information had been made available from Solihull MBC website and copies distributed to members. Due to the length of the guidance document, the Clerk had a copy available on request. Cllr Gibbins asked if forms would be sent to other candidates who had expressed an interest in joining the Parish Council and the Clerk confirmed they would be, although not straightaway due to commitments. Members were notified of a strong complaint from the new childminder's group using the Pavilion who sadly had considered cancelling the whole years' booking due to mud and glass in the clubroom. The Clerk knew the Park Warden had worked hard to clean the room after the soccer coaching as due to the inclement weather there had been excessive mud. The Warden had mopped twice, washed the fixed seating and re-vacuumed carpets. However due to storing the goalposts the floor was re-mopped on the day of hire and still damp when hirer's arrived. She had tried to resolve the issue with apologies and by making extra checks herself on standards and satisfaction and she had salvaged the valuable long-term booking. She reported correspondence from the Cricket & Sports Club regarding tennis plans for the forthcoming season and a request for a memorial cricket event for Haydn Conley to raise funds for the John Taylor Hospice. **ON THE PROPOSITION** of the Chairman, **IT WAS RESOLVED** that all charges be waived on both cricket pitch and clubroom hire on this occasion (August Bank Holiday Sunday or Monday). Tennis court moss removal has commenced but was delayed by rain and a repeat visit needed in 2 weeks time.

A meeting with Solihull Metropolitan Borough Council officers, residents and Cllr Riordan had taken place on 28th February in the Spinney with recommendations being considered by the Borough Council and forwarded to the police. Induction meeting held for new councillors which the Clerk hoped had been useful. Mr. Ring had supplied new chain for Hob Farm gates and has asked about closing times, with reassurance that the latest time would be 8 pm in the summer although she anticipated a rise in nuisance/complaints when clocks changed at end of month. Following last week's full Council meeting members were asked to retrospectively consider Cllr Gibbins' offer made to Ian Clarkson who worked with the Fusion project to bring more sport opportunities into Castle Bromwich. **IT WAS UNANIMOUSLY RESOLVED** that retrospective permission be given by the Leisure Services Committee and that the offer of free use of the park , in line with the coaching scheme run by Waterloo Housing and previously supported by the Parish Council. Inevitably the Clerk reported she was falling behind with some work and communications but was endeavouring to meet priorities as much as possible and hoped to report next week to Finance and General Purposes Committee about possibilities for temporary Deputy Clerk assistance. One of the football teams had folded whilst still owing money but the Clerk had informed them that, under the agreement they had signed last year, the outstanding payment was still due and although sympathetic to their position, the pitch had been booked for the whole season. Members heard of the problems experienced each year when local teams requested payment by instalments and **IT WAS UNANIMOUSLY RESOLVED** that in future full payment should always be made before the beginning of the season.