

Castle Bromwich Parish Council

MINUTES OF THE **LEISURE SERVICES COMMITTEE** MEETING
HELD IN THE PAVILION, ARDEN HALL, CASTLE BROMWICH
WEDNESDAY 6th NOVEMBER 2019, 7.30PM



Committee members: Cllrs K Shaw (Committee Chairman), S Beechey (vice-Chairman), Mrs P Allen, D Hinsley, E Knibb, K McCoy, M Rashid, J Riordan, M Strong, Miss J Ward

Committee quorum is 4 members.

Present Councillors: K Shaw, Chairman
Mrs P Allen
D Hinsley
E Knibb
K McCoy
M Rashid
J Riordan
M Strong

Officers: Mrs R Gorton – Hall Manager
Mr I Lewis – Facilities Officer
Mrs G Lungley – Support Officer

Members of the public: none

- LSC
19-11/001 **Chairman's Welcome**
Cllr K Shaw welcomed all to the meeting and reiterated the emergency evacuation procedure.
- LSC
19-11/002 **To note apologies for absence**
Apologies for absence had been received from Cllrs S Beechey (committee vice-chairman) and Miss J Ward
- LSC
19-11/003 **To receive members' declarations of disclosable interests**
None received
- LSC
19-11/004 **To receive and consider members' dispensation requests, if any**
None received
- LSC
19-11/005 **Public Forum - To hear from members of the public**
Standing Orders suspended for this item only.
No members of the public were present.
- LSC
19-11/006 **To receive and consider the minutes of the previous meeting**
The draft minutes of the committee meeting held 2nd October were circulated and with the amendments shown below were agreed a true and accurate record of what took place.
Amendments:
- During public forum the word shown as 'holt' on 2nd line of 2nd paragraph should be 'halt';
 - Item 7, the 4th word 'doors' should be 'floors'.
 - Item 8, 3rd line, 4th word should be '£250 each' not '£150 each'.
- The amended minutes will be signed by the committee Chairman.

LSC

19-11/007

Hall Manager's report

Mrs Gorton issued a paper copy of the report covering October 2019, attached, which included reference to the items on this meeting's agenda items 11 and 12, relating to new staffing cover for Arden Hall and purchase of supplies for the bars. It was noted that:

- The cricket club will be investigating poor behaviour at the Halloween party;
- Training in the use of the CCTV system is included as part of the agreement but will not be undertaken until installation is completed;
- A copy of the most recent RoSPA report has now been provided for the wardens;
- It is too early to judge the success of the new bar system;
- A new bar worker has been taken on;
- At least one new ice-maker is required.

LSC

19-11/008

Facilities Officer's report

Mr Lewis spoke on the following:

- CCTV has mostly been installed but still some work to do along with the staff training;
- There are issues relating to non-cooperative computers and IT system;
- A hot water boiler had burned out its socket (Windsor Room)
- An electrical wiring survey is required which is likely to take 5 or 6 days; the recent quotations will be reviewed and put to the next council meeting;
- Quotations are in progress for a new glass washer;
- The Council has agreed to carry out PAT testing in-house but have yet to purchase the equipment;
- Quotations are to be sought for emergency lighting in the Spencer Room;
- The door intercom is not working – repairs are in hand;
- The installation of new tills caused an IT network outage for a day that was resolved by Real Point technician who attended to the server;
- A lockable cabinet is to be sought for the server;
- A wasps' nest behind a north-east facing fascia board at Arden Hall has been removed by pest control;
- The cricket club would like to install a trophy cabinet on a wall in the pavilion, to which Mr Lewis has no objection;
- The asbestos report was forwarded to the most recent council meeting;
- An invoice has been received for work carried out in August to two gates – the dog-walking gate and the tennis court gate - which has yet to be paid. It would appear there is lack of clarity regarding the work that was done so Mr Lewis undertook to request an itemised breakdown of the charges.
- Quotations have been requested for a tree survey of all the council's open spaces;

Questions were put regarding:

- Lights in the car park
- Provision of a cabinet for the defibrillator (quotations have been requested).

LSC

19-11/009

Review of items considered at the previous meeting:

- .a) Overhanging trees on the village green: as reported at item 008 above, quotations for a tree survey have been requested.
- .b) CCTV screens: as reported at item 007 above
- .c) Play area inspections: the repair to the basket swing is to be done next week.
- .d) Asbestos plan/policy (as Facilities Officer's report above)
- .e) Planters to the front of Arden Hall: Cllr Mrs P Allen advised the Trust is to pay for one planter and Cllr Hinsley is looking into match-funding.
- .f) Christmas Tree and WI request for a tree – awaiting WI correspondence.
- .g) Bulb planting: Cllr Mrs P Allen hopes for this to be done next week.

Cllr Riordan spoke of a complaint he had received to which he would like the committee to respond.

LSC
19-11/010 **To consider and agree a plan for improving the council's IT provision relating to internet broadband access / wi-fi / updated hardware / back-up system / new bar tills.**

Cllr D Hinsley provided notes on Computer Systems Upgrade, attached, and undertook to forward quotations to the office.

This topic is to also be considered by the next meeting of the Finance and General Purposes committee.

LSC
19-11/011 **New Staffing cover for Arden Hall**
and /012 **Bar purchases**

These were considered under the Hall Manager's report at /007 above.

LSC
19-11/013 **Members' questions and suggestions for items for the next meeting**

- Cllr D Hinsley asked for the next meeting agenda to include consideration of an application to HS2 for funding support
- Cllr M Strong asked about Legionnella testing in the pavilion shower rooms. Mr Lewis carries out regular monitoring and will seek quotes for the testing.

LSC
19-11/014 **Reminder of the following events:**

- Remembrance Parade 10/11/2019
- Carol concert 26/11/2019

LSC
19-11/015 **Date and time of next meeting of this committee:**

- **Wednesday 04/12/2019 at 7.30pm**

This meeting ended at 9.05pm

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Signed
Chairman, Leisure Services Committee

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Dated