

Castle Bromwich Parish Council

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NOTICE OF MEETING Leisure Services Committee

5th FEBRUARY 2020, 7.30PM

In the PAVILION, Arden Hall, Water Orton Road, Castle Bromwich

All parish council and committee meetings are open to the Public and Press

At Agenda item 5, members of the public are welcome to ask questions and make comments relating to items on the Agenda or for consideration at future meetings.

A summary of any such comments will be included in the meeting's minutes.

Please note this is not an opportunity to engage the meeting in a discussion.

Recording the proceedings of the meeting by any means is permitted. However as a matter of protocol anyone wishing to do so is asked to indicate their intention to the Chairman and/or the Clerk prior to the meeting to ensure compliance with general data protection regulation.

Any person requiring support to access the meeting is asked to contact the Clerk before the meeting so that every effort may be made to provide access.

Members of the committee are hereby summoned to attend

Yvonne Smith

Mrs Yvonne Smith
Interim Acting Clerk to the Council
31/01/2020

AGENDA

1. **Chairman's Welcome**
2. **To note apologies for absence**
3. **To receive members' declarations of disclosable (pecuniary and other) interests**
4. **To receive and consider members' dispensation requests, if any**

5. **Public Forum:** to hear from the following
 - Members of the public
 - Representatives of the principal authority
 - Representatives of the local policing team
 - Any other representative supporting the Parish Council
6. **To consider approval of the minutes** of the committee meeting held 08/01 2020, pp5&6
7. **Hall Manager's Report** to include updates on:
 - 7.1 Pavilion door entry
 - 7.2 Dressing room door handle, pavilion
 - 7.3 Progress with new tills and training
 - 7.4 Progress on new card pay machines
 - 7.5 Progress on installation of fire doors, pavilion
8. **Progress Report on items considered previously**
 - 8.1 Overhanging trees on the Village Green – report received for action
 - 8.2 Asbestos removal works update
 - 8.3 Double ditch and mound – update for council decision
 - 8.4 Play Equipment – update on repairs to play surface and decision required for future requirements ie when to resurface complete play area and type of resurfacing
 - 8.5 Delamere Close Gate – decision required on future use.
 - 8.6 Tarmac by small Green
 - 8.7 Managing Community Buildings Checklist – as circulated at the previous meeting
9. **New items for consideration:**
 - 9.1 Refurbishment to front of stage, Arden Hall – Cllr P Allen
 - 9.2 Purchase of pods for the homeless – Cllr P Allen
 - 9.3 Key-holders to park access gates
 - 9.4 Request for recompense for use of staff's own equipment
 - 9.5 Request from a member of the public for *in memoriam* Helen Williams roses
 - 9.6 Notice of annual playground inspection
- 10 **To agree a review of the council's charges for hiring Arden Hall, the Pavilion, playing fields and Theatre Workshop.**

This may require a separate meeting of a working party in which case members are asked to bring their diaries to arrange a date.
- 11 **Promotion of Arden Hall and associated facilities**

Key document from ACRE (2007) Marketing Your Village Hall
- 12 **Risk Management**

Annual review of the Risk Assessment record
- 13 **Members to suggest items for the next meeting** of this committee
14. **Date, time and venue of next meeting** – 4th March 2020 at 7.30pm, Pavilion, Arden Hall.

Members of Leisure Services Committee

Cllrs K Shaw (Committee Chairman), S Beechey (Committee Vice-Chairman),
D Hinsley, K McCoy, M Rashid, M Strong, Ms J Ward, J Riordan
Ex-officio members - Cllrs Mrs P Allen (Council Chairman) and E Knibb (Council vice-chairman)

Notes to support the Agenda for Leisure Services Committee 5th February 2020.

Items 1 – 4 are standard items. Members are reminded of their responsibilities with regard to declaration of interests at every meeting.

Item 5: A brief record of issues raised by members of the public will be included in the minutes. After the agenda was issued for posting to the public notice boards but before these notes were prepared a member of the public called in to complain the gate from the Arden Hall playing field to Stoney Moor Drive was locked (3.50pm, Friday). Also, litter and bottles from the previous weekend's football game were still lying around on the playing field. I have invited the MoP to address this meeting.

Item 6: The draft minutes of the previous meeting are enclosed for approval

Item 7: Rachel Gorton, the Hall Manager will present the monthly report and will provide updates on previously mentioned issues.

Item 8. Progress reports on items considered previously, including:

- 8.1 Village Green overhanging trees have been attended to, however the recent tree survey identified work that needs to be done within 4 weeks to two of the trees (one is to be felled – triangle of land between Water Orton Road and Chester Road - the other to lose a limb – The Green.) Quotations to carry out the work required have been requested from 3 contractors.
- 8.2 Asbestos removal work update. SMBC's Senior Compliance and Maintenance Manager visits each week and provides an update, copies of which are forwarded to LSC Chairman.
- 8.3 Bradford Garden double ditch and mound. Two quotes were received for the work and SMBC are being asked to provide advice on the matter which will be related to the meeting.
- 8.4 Play equipment. Completion of the repairs was reported to the previous committee meeting; members are asked to consider whether to resurface again, the extent of the work to be carried out and when to do it.
- 8.5 Delamere Close access from playing field. The access way is weedy and the gate remains permanently locked; a van often parks in the access way. This is not helpful to residents. It is believed the gates are permanently locked on the advice of the police to prevent quadbikes from accessing the field however there are alternative deterrents that would allow pedestrian access, and vehicular access when necessary, whilst preventing unwanted vehicles.
- 8.6 Tarmac by small Green. The long-running saga to reduce the amount of improper parking that stops the resident from accessing their property. What can be done to discourage motorists from parking across the access here?
- 8.7 Managing Community Buildings Checklist. Attached on email and circulated with previous meeting's papers, this is a useful document for all those involved in managing community buildings. Please review it and bring forward any comments of note.

Item 9: New items for consideration...

- 9.1 Refurbishment to front of stage, Arden Hall. Cllr Mrs P Allen has asked for this item to be included on the agenda.

- 9.2 Purchase of pods for the homeless – Cllr Mrs P Allen has asked for this item to be included on the agenda.
- 9.3 Key-holders to park access gates – it has been noted that a member of the public has been provided with a key to the field access gate so that he/she may let themselves in at any time if no member of staff is on site. Members are asked to confirm the council's policy in relation to this.
- 9.4 Request for recompense for use of staff's own equipment – a member of staff used their own drill in 2010 after the council's drill became ineffective and now requests a replacement or compensation.
- 9.5 Request from a member of the public for *in memoriam* Helen Williams roses: information to follow
- 9.6 Notice of annual playground inspection: likely to be in October 2020.

Item 10 To agree a review of the council's charges for hiring Arden Hall, the Pavilion, playing fields and Theatre Workshop.

As discussed at the meeting of the council on 29/01/2020, members are to meet with the Hall Manager to review the hire charges. This may require a separate meeting of a working party in which case members are asked to bring their diaries to arrange a date. Please note members who work during the day are likely to want to attend and therefore the meeting should not be held during the day.

Item 11 Promotion of Arden Hall and associated facilities

See the attached key document from ACRE (2007) Marketing Your Village Hall. Funds have been identified in the budget for promotion of the council's facilities as it is expected that the impact of the asbestos removal works will cause a slump in bookings. The council needs to prepare all promotional material well in advance for when the all-clear is given and this document may provide helpful pointers to do that. Please note funding for community buildings is available from a variety of sources.

Item 12 Risk Management

Annual review of the Risk Assessment record. Rachel will provide the committee with a review of the risk assessments that are carried out during the course of the year. A copy of a previous 'Lone Worker Risk Assessment' as updated in June 2018, is attached however Peninsula HR have provided templates to work from and these are now being used.

NB Risk Management is an integral part of the council's governance framework which the council is expected to report on at the end of every financial year. It is therefore suggested that the Council identifies a Risk Management Champion or working party to work with the council's Clerk to ensure the council is complying with best practice.

Item 13 Members to suggest items for the next meeting of this committee

Item 14 Date, time and venue of next meeting – 4th March 2020 at 7.30pm, Pavilion, Arden Hall.

Report prepared by Gill Lungley, Support Officer
31/01/2020

Pages 5 and 6: Draft minutes of LSC meeting held 08/01/2020

Attachments via email:	8.1	Arboricultural Report
	8.7	Managing Community Buildings Checklist
	11	Marketing Your Village Hall
	12	Risk Assessment (Lone Working) Record

Copy of DRAFT MINUTES of meeting held 08/01/2020

- Present** Cllrs: S Beechey (vice-Chairman)
Mrs P Allen
D Hinsley
K McCoy
J Riordan
M Strong
Miss J Ward
- Members of the public: 2
- Officers: Mrs Y Smith - Interim Acting Clerk
Mrs R Gorton – Hall Manager
- 20/01-01 LSC **Chairman's Welcome**
In the Chairman's absence Cllr S Beechey welcomed all present to the meeting and referred to the emergency exit arrangements.
- 20/01-02 LSC **To note apologies for absence**
Apologies for absence had been received from Cllr K Shaw
- 20/01-03 LSC **To receive members' declarations of disclosable interests**
None received.
- 20/01-04 LSC **To receive and consider members' dispensation requests, if any**
None requested.
- 20/01-05 LSC **Public Forum**
A resident commented that New Year's Eve was excellent and had received lots of positive feedback. Cllr Beechey thanked the resident for her input in helping with the event.
- 20/01-06 LSC **To consider approval of the minutes of the committee meeting held on 4th December 2019**
RESOLVED: to accept the minutes as a true and accurate record of the meeting
- 20/01-07 LSC **Hall Managers Report**
- Pavilion door entry was not working
 - Dressing Room door handle to be replaced (Cricket Club to replace and fit)
 - The new cleaning and new bar staff had settled in well
 - Still experiencing teething problems with the new tills. Cllr Hinsley to provide a contact number for help
 - Still no card reader – quotes being sourced
 - Dennis Rowe to fit fire exit doors at pavilion
- 20/01-08 LSC **Progress Reports** via Interim Acting Clerk
- Overhanging trees on the Village Green – Midland Forestry to cut back on 15th January
 - Asbestos plan/policy – works start on 20th January
 - Double ditch and mound – further quote to be sourced
 - Fire exit doors – covered in Hall Managers Report
 - Play Equipment – repairs had been completed
 - Delamere Close gate – resident complaint about overgrowth and litter – Cllr Allen commented that we are still awaiting feedback from a borough councillor about who owns the land in question.
- 20/01-09 LSC **Members to consider the financial position for the next financial year relating to income and expenditure with a view to setting the precept for 2020/21**
Discussion took place regarding setting the precept. A Full Council meeting

should be held as pages were missing from the budget sheets and some headings unclear

20/01-10 LSC **Managing Buildings Checklist**
Previously circulated and noted.

20/01-11 LSC **Members to suggest items for the next meeting of this committee**
Nothing to report – members will email suggestions

20/01-12 LSC **Date, time and venue of next meeting – 5th February 2020 at 7.30pm**
Noted

Signed..... Date.....
Chairman, Leisure Services Committee