

Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,
Castle Bromwich, Solihull, B36 9PB
0121 747 6503
counciloffice@castlebromwichpc.gov.uk
www.castlebromwichpc.gov.uk



NOTICE OF MEETING LEISURE SERVICES COMMITTEE

The members of Castle Bromwich Parish Council's Leisure Services Committee are summoned to an online meeting of the committee at **6.30pm on Wednesday 2nd September 2020** via 'Zoom' and the following dedicated link:

<https://us02web.zoom.us/j/88388619267?pwd=ZXkxcnBiTCtQVy9NMVdhZ3RSYytuUT09>

Meeting ID: 883 8861 9267 Passcode: 910635

Members of the press and public are cordially invited to attend.

The agenda includes at item 5 the opportunity for members of the public to ask questions and comment on items to be discussed, subject to the Chairman's discretion for up to a maximum of three minutes. Members of the public are asked to submit their questions in advance via email to counciloffice@castlebromwichpc.gov.uk The meeting may be recorded for scribing purposes.

Yvonne Smith

Yvonne Smith, 25/08/2020
Acting Clerk to the Council

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 Question Time:** to hear from members of the public
6. **To consider approval of the minutes** of the committee meeting held 01/07/2020
7. **Hall Manager's Report**
 - a) The Hall Manager will present an update on all facilities, the current workload and the impact of Coronavirus restrictions
 - b) Feedback from the annual inspection of the premises on 13/08/2020, report attached including:
 - Spencer gents toilets – 3m plastic fillet, toilet seat
 - Spencer disabled toilet – new door handle
 - Windsor room – main door latch
 - Windsor kitchen – remove ovens, edging tape
 - Spencer Kitchen – remove ovens, 5 year plan for complete refurb

- Spencer hall – awaiting tower to finish painting
- Back corridor/stairs/landing – to finish top half of stairs
- Spencer Lounge - £5000 budget for bar and lounge area
 1. Quotes for plastering
 2. Quotes for carpet cleaning
 3. Quotes for bar refurb
 4. Redecorate walls and woodwork
 5. Soft furnishing, chairs etc
- c) To consider making best use of Arden Hall facilities for all users, eg old PC office
- d) Use of tables/replacement tables and pool table in the Pavilion

8. To be updated on and to progress previously considered items

A) Open Spaces:

- i. Bradford Gardens double ditch and mound – receipt of 3 quotes for the work and to decide on the treatment of the mound following its creation, eg shrubs, wildflower or grass seeding/turfing and information on the likely maintenance costs going forward
- ii. Annual inspection of open spaces, 13/08/2020: report attached. To note:
 - Hobs Farm: personal access from residences and questions to residents
 - Hobs Farm: frequency of grass cutting (to discuss as confidential business due to matters relating to the terms of a contract which could lead to legal dispute)
 - Bradford Gardens works to include attention to the field surface, slabs in front of the bench
 - Village Green works to include improvements to the notice board and check on the maintenance arrangements for the Sensory Garden; tyre tracks on grass.
 - War Memorial to be cleaned and maintained
 - Whateley Green works to include suggested replacement of benches & bin lids
 - Pavilion works to include floor paint in the toilets, replacement lighting in the disabled toilets
 - Arden Hall car park and driveway attention to pot holes
- iii. Purchase of information boards at Hobs Farm and Arden Hall
- iv. To agree the hours of use at the Pavilion; is it to be vacated when the Park closes?

Other matters carried forward:

- v. Play equipment / zip wire
- vi. Funding opportunities – for new play equipment; Arden Hall improvements
- vii. Temporary access via Delamere Close gate
- viii. Village Green drainage from Old Croft Lane

9. To agree arrangements for

a) Annual Remembrance Sunday, 08/11/2020

b) Annual Christmas celebration – eg carol service or alternative

10. Members to suggest items for the next meeting of this committee

11. Date and time of next meeting – 07/10/20, 6.30pm.

Members of Leisure Services Committee

Cllrs K Shaw (Committee Chairman), S Beechey (Committee Vice-Chairman),
K McCoy, M Strong, Ms J Ward, J Riordan + 3 vacancies
Ex-officio member - Cllrs Mrs P Allen (Council Chairman)

Castle Bromwich Parish Council

MINUTES OF THE **LEISURE SERVICES COMMITTEE** MEETING

HELD ONLINE via ZOOM

WEDNESDAY 1st July 2020, 6.30PM



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

Committee quorum is 4 members.

Present Councillors: K Shaw, Chairman
S Beechey, vice-Chairman
Mrs P Allen
J Riordan
M Strong

Officers: Mrs Y Smith – Acting Clerk
Mrs R Gorton - Hall Manager
Mrs G Lungley – Support Officer

Members of the public: SBMC ward member, Ted Richards
Martin Clifford, Chairman Castle Bromwich Cricket Club

LSC
20-07/01 **Chairman's Welcome**
Cllr K Shaw welcomed all to the meeting.

LSC
20-07/02 **To note apologies for absence**
Apologies for absence had been received from Cllr K McCoy

LSC
20-07/03 **To receive members' declarations of disclosable interests**
None received

LSC
20-07/04 **To receive and consider members' dispensation requests, if any**
None received

LSC
20-07/05 **Public Forum - To hear from members of the public**

Martin Clifford, Chairman Castle Bromwich Cricket Club spoke to their plans for returning to the club's home ground making use of the pavilion and playing team sports, post Covid-19. Full details for complying with the coronavirus regulations were provided including insistence on safety, risk assessments, restrictions on numbers and cleaning protocols.

The extent of the alcohol licence was queried.

With reference to the Club's plans for refurbishing the pavilion, Martin undertook to forward the plans to the Council in due course. Martin thanked the Chairman for the opportunity to speak and left the meeting.

Cllr Strong left the meeting due to connection issues, and soon re-joined.

LSC
20-07/06 **To receive and consider the minutes of the previous meeting**
The draft minutes of the committee meeting held 3rd June had been circulated and were agreed a true and accurate record of what took place.

LSC
20-07/07

Hall Manager's report (see also pp 5 and 6)

No progress regarding the broken window; Covid-19 disruption.

The Hall Manager presented her report for the last month.

Staff have been measuring the space available for users to comply with the Covid-19 capacity limits bearing in mind the majority of hires are for physical exercise. Hirers have been issued with a questionnaire asking about their use requirements and their flexibilities. More time will be needed between hires to ensure a thorough clean is carried out.

Maintenance works include repair to the boiler for hot water and re-painting of the hall facilities.

The pavilion is being given attention in the light of the Cricket Club's plans to return for social activities and planning return to team sports.

Risk assessments have been carried out for all staff and facilities at all sites – Arden Hall, Pavilion and Council Office. Mobile duties have been increased to three days per week to improve tidiness.

The school children's prom that had been booked for 10th July has been cancelled.

Work is ongoing with regard to invoices, chasing bad debts and related paperwork. Plans for return of hirers are also being worked on working within the government guidelines including provision of a one-way system, extra cleaning materials etc.

There was discussion relating to the Cricket Club's plans for returning to the pavilion for social gatherings. The Club Chairman had provided the Hall Manager with details of what steps they are taking to comply with the new regulations and their risk assessment had been appropriately updated. Members were made aware of the 'Covid-19: Guidance for the safe use of multi-purpose community facilities' via GOV.UK which was not as clear and straightforward as had been hoped with regard to the number of people who could be allowed inside the pavilion. It was noted the events would be ended by 8pm, same time as park closure.

SMBC Coun Ted Richards was invited to comment regarding alcohol limitations at Arden Hall park and the SMBC-wide restrictions on drinking which operates alongside the licence granted for alcohol consumption at the pavilion.

Members were in favour of the Cricket Club events taking place as long as the appropriate assessments and compliance arrangements were followed as instructed by the Hall Manager and following advice from the licensing department.

The Hall Manager was thanked for her report.

LSC
20-07/08

Progress report on items considered previously:

A)

.1) **Small Green tarmac.** See minute 20-07/10.

Ongoing items carried forward:

- c) Bradford Gardens double ditch and mound
- d) Play equipment / zip wire
- e) Funding opportunities – for new and improved play equipment; Arden Hall improvements
- f) Temporary access via Delamere Close gate
- g) Village Green drainage from Old Croft Lane – SMBC had asked if the Green had previously been dug up, no member was aware that it had been.

B) Arden Hall:

- i. **Follow-up works** to Spencer Lounge area after asbestos removal; SMBC have signed off the removal work. Some further work is required to supply and fit new lighting and shadow battens, as included in the purchase order.
- ii. **Refurbishment to front of stage.** Cllr Beechey has this in hand.
- iii. **Promotion of facilities.** The Hall Manager will take steps to take control of the Arden Hall Facebook page.
- iv. **Arden Hall improvements** and maintenance eg door entry systems and telephony. Quotes are being obtained for all improvements.
- v. **Report of broken window** – as noted in the Hall Manager’s report.
- vi. **Plumbing repairs to hot water heaters** – as noted above.
- vii. **Extra cleaning (this item was discussed towards the end of the meeting, but is included here for relevance)** – members were notified of the increase in cleaning costs due to Covid-19, to ensure the safety of members of staff working at Arden Hall, the Pavilion and council office, and prepare for future hires. Council members urged caution and over-view in the amount and costs of cleaning materials being purchased. It would be expected that hirers would provide their own face masks, but basic cleaning and hand sanitiser should be made available by the council.

LSC
20-07/09

New items for consideration

A Employer responsibilities for provision of tools.

A policy detailing the provision of tools, both hand and power, to members of staff was put forward for approval. Members of staff are not expected to provide their own tools for use at work. It was noted that in the past, tools purchased by the council had gone missing, members therefore agreed to establish a system for keeping track of each item under the control of the Hall Manager. Any lost tools must be paid for by the member of staff who had signed it out.

It was AGREED

- To purchase a toolkit for use around the council’s sites of both hand- and power tools; specific list to be drawn up by Hall Manager and wardens for review by council members before purchase from the maintenance budget.
- No member of staff is expected to provide or use their own tools.
- All council tools will be signed out and back in again by the Hall Manager; any tool lost during that time to be replaced by the user named.
- All tool-use to be risk assessed and operators to be provided with appropriate PPE and training if necessary.
- To adopt the amended Policy on the provision of tools and equipment for use on parish council property and the use of staff’s own equipment.

B Arden Hall park

- i. Request from the family of late ex-parish councillor Peter Bagnall to plant a rose in the Garden of Memory.
It was AGREED
To accept the request and allow a rose to be planted in the Garden of Memory in the name of Peter Bagnall.
- ii. CCTV and local policing support
CCTV is being used by staff and the local policing team is proving supportive.
- iii. Response to ad hoc requests to use Arden Hall sports field for organised football teams
Members were notified that requests were received in the office from time to time seeking to make use of the playing fields by teams other

than Bromford Lions, but due to use of the fields now at full capacity these requests were turned down.

C Pavilion

- i. Castle Bromwich Cricket and Social Club request for re-furbishment; not considered at this time.
- ii. Safe use of pavilion by the Cricket Club: considered earlier in the meeting.
- iii. Terms of hire for all user groups / review of hire agreements
It was AGREED
To review all hire arrangements.

D Open Spaces, Environment and Highways

- i. Grass verges, Water Orton Road
SMBC had received a petition from residents objecting to the wildflower planting along these grass verges, as part of the Wildflower Ways initiative.

SMBC ward member Coun T Richards left the meeting.

- ii. War Memorial repair, renovation and cleaning
The budget for this is £2,000.
It was AGREED
To initially clean the memorial and quotes for cleaning would be sought.
- iii. Pedestrian crossing outside St Clements Church
SMBC had responded to concerns raised by Cllr Mrs A Haywood about the safety of the crossing in Green Lane, noted.

LSC
20-07/10

In the interest of the public, the meeting was closed to the public to allow for discussion of an issue that should properly be considered in confidence.

Small Green access

Parking across the access was an ongoing problem. Members considered re-surfacing the access and installing No Parking signs.

LSC
20-07/11

**Date and time of next meeting of this committee:
Wednesday 02/09/2020 at 6.30pm online**

This meeting ended at 8.30pm

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Signed
Chairman, Leisure Services Committee

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Dated

MANAGERS REPORT.

June 2020

01/06/2020 to 30/06/2020

A. BOOKINGS AND HIRERS:

Still no hirers due to Covid 19

So at the beginning of the month we measured out 2m distancing within the Spencer Hall and the Windsor room. The S/H capacity would be 24 and W/R capacity would be 9. Obviously since the Prime Minister has announced 1m plus we can now offer 48 in the S/H and 18 in the W/R as long as they wear face masks. Most of hirers are still unable to return but I have drawn up a questionnaire for the hirers about their return which will be emailed/posted this week.

B. BUILDING AND MAINTENANCE

Ongoing safety checks are still being carried out.

We haven't had hot water for a few weeks but a quote was received and accepted and the plumber came on Monday.

While we have been closed the Hall has been cleaned and redecorated throughout. Both committee rooms, backstage corridor, front foyer, Spencer toilets, Windsor room and chair store have been painted and we are now about to start on the Spencer Hall.

C. PAVILION

Still closed but checks are still being carried out.

Cricket club have requested to open from the 4th July (see attached, CC RA, CC request, HM RA)

D. STAFF ISSUES

I have completed risk assessments for Arden Hall staff, Arden Hall hirers, the Pavilion and council office. (see attached)

E. PAID CANCELLATIONS RECEIVED THIS MONTH

F. UPCOMING EVENTS AT ARDEN HALL

G. OPEN SPACES

I have added an extra day for the mobile duties as mentioned last month.

H. BAR

We have a children's prom booked in for 10th July which we are going to cancel.

Period	Net. Bar Sales 2019-20	Targets for 2020/2021		PLU Actual for 2020/2021		+/-
		Month	Net Target	Gross	Net	
01/4-30/04		April	1000			
01/05-31/05		May	2000			
01/06-30/06		June	2000			
01/07-31/07		July	2500			
01/08-30/08		August	2750			
01/09-30/09		September	3000			
01/10-31/10		October	2500			
01/11-30/11	4157.63	November	3500			
	4242.33	December	4250			
01/01-31/01	2728.58	January	2500			
01/02-29/02		February	3500			
01/03-30/03		March	2500			
		END OF YEAR				
	29700.65		32000/16250	13354.25	11128.54	878.54

New Targets based on last year's figures

Rachel Gorton

Hall Manager