

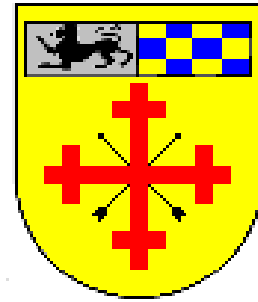
Castle Bromwich Parish Council

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Leisure Services Committee

Chairman: Cllr. K Shaw, **Vice-Chairman:** Cllr. S Beechey
Cllr. P Allen, Cllr. M Rashid, Cllr. J Riordan, Cllr. M Strong, Cllr. J Ward
Committee quorum is 4 members.

MINUTES OF LEISURE SERVICES MEETING

HELD ONLINE WEDNESDAY 4th NOVEMBER 2020

Members Present:	Cllr. K Shaw (Chair), Cllr. S Beechey (Vice-Chair), Cllr. P Allen, Cllr. M Rashid, Cllr. J Riordan, Cllr. M Strong.
Guests in Attendance:	SMBC Cllr. T Richards
Public in Attendance:	None
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker), Rachel Gorton (Hall Manager)

	Action
L20-013 Chairman's Welcome: Cllr. K Shaw welcomed all to the meeting.	
L20-014 Apologies: Cllr. J Ward sent apologies as unavailable. Cllr. M Strong sent apologies due to work commitments but was able to join the meeting late.	
L20-015 Declarations of Interest: Cllr. M Strong declared an Interest in item L20-19. A dispensation was not necessary as the meeting was still quorate and Cllr. M Strong abstained from voting regarding the refurbishment of the bar area of the Pavilion.	
L20-016 Minutes: The minutes of the previous meeting held on Wednesday 7 th October were agreed as a true record.	
L20-017 Public Question Time: None present.	
L20-018 Borough Councillors: SMBC Cllr. T Richards had nothing to report.	
L20-019 Hall Managers Report: The report from October was noted (attached at p4). - The purchase of folding tables for the Pavilion has been put on hold as no longer appropriate with social distancing measures. - The Hall Manager was thanked for her report. RESOLVED: For the area outside the Pavilion where the licence allows for alcohol consumption to be marked out in time for re-opening. RESOLVED: To allow the proposed refitting of the bar area by the Cricket Club, subject to the encroachment of the bar area into the room remaining the same and the hall manager receiving insurance documents of contractors.	1. 2.

L20-020	Arden Hall:	
	a) The hall manager was directed to research and cost options for weatherproof TV style signage to be erected on the front of Arden Hall with a maximum size of 2m.	3.
	b) The current non-functioning status of the defibrillators was considered. Cllr. M Strong was thanked for offering to install the cabinets without cost. Cllr. S Beechey will approach the FA to see if there is any funding available.	4.
	RESOLVED: To purchase batteries, replacement pads (including 1 child set) and outdoor heated code-secured cabinets at a total cost of £1388 ex VAT which will be referred to Finance and General Purposes Committee for approval to reallocate budget.	5.
L20-021	Open Spaces:	
	a) Arden Hall Playing Fields:	
	- Cllr.K Shaw and Cllr. S Beechey will assist in securing a gap in the fence.	6.
	i. The clerk reported that a quote has been received for resurfacing which will be shared with the committee but more quotes are expected.	7.
	b) Bradford Gardens:	
	Fairways has filled most holes with 3 tons of soil & over-seeded but some remain.	
	RESOLVED: To purchase 1 ton of top soil and grass seed for further holes to be repaired in-house.	8.
	c) Village Green:	
	i. The clerk was directed to confirm specifically what area needs to be resurfaced. One quote has been received so far.	9.
	ii. A quote for re-lettering the war memorial is still awaited.	10.
	iii. RESOLVED: That the Red Robin trees be re-sited due to their size and the damage they can do. Cllr. P Allen is to organise.	11.
	d) Hob Farm: The quote for removing the fly-tipped branches was considered. The clerk was directed to draft a letter to residents who back on to Hob Farm highlighting the recent issues with fly-tipping.	12.
	RESOLVED: To not accept the quote and to leave the natural material on the perimeter to enhance biodiversity.	
	e) Whateley Green: a branch has been cut back that was obscuring the "Give Way" sign.	
L20-022	Budget:	
	a) The Leisure Services budget spend-to-date was noted.	
	b) There were extended discussions on the benefits and limitations of simplifying the budget structure. A budget working party will meet in the following week.	13.
	c) Future aspirations / plans which need long-term budget planning include the further modernisation and maintenance of Arden Hall including the kitchen and an independently operating heating system. Playground resurfacing & upgrades.	
L20-023	Councillors' reports and items for future agendas:	
	- SMBC have suggested that the land outside #2 The Green is unadopted, the clerk was directed to check on land registry documents.	14.
	- To check the tree maintenance budget.	15.
	- That Castle Bromwich Hall Gardens will be trialling opening Wed – Sun through the new period of lockdown.	
	- Cllr. M Rashid expressed his best wishes to all during a challenging time.	
	- Cllr. K Shaw will pass details of a contractor for rubbish removal at the Pavilion to the Clerk.	16.

Action Log:

* OS works/tools	Wardens/HM/DS
* Refurbish Village Green noticeboard	SB
1) Mark out licenced area at Pavilion	HM/Wardens
2) Check contractors' insurance prior to bar refit	HM
3) Research weatherproof TV style signage	HM
4) Approach FA re: defib cabinet funding	SB
5) Reallocate budget for defibs	FGP
6) Secure gap in fence at Arden Hall	KS/SB
7) Playground resurfacing quotes	DS
8) Topsoil for Bradford Gardens	KS
9) Village Green tarmacking – check area	DS
10) War memorial re-lettering	DS
11) Move Red Robin trees	PA
12) Draft letter to Hob Farm residents	DS
13) Budget Working Party	ALL
14) Road by 2 The Green – check ownership	DS
15) Check tree maintenance budget	DS
16) Rubbish removal at Pavilion	KS/DS

This meeting ended at 8.57pm.

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Signed as a true record of the business transacted
Chairman, Leisure Services Committee

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Dated

Castle Bromwich Parish Council



MANAGERS REPORT



MANAGERS REPORT.
October 2020

01/10/2020 to 31/10/2020

A. BOOKINGS AND HIRERS:

No changes to hirers in Arden Hall or the Pavilion. Following government COVID-19 National Lockdown the hall will be closed to most hirers in November.

B. BUILDING AND MAINTENANCE

Usual checks have been carried out throughout the buildings.

Annual Gas Service on 6/11/20.

CCTV: still awaiting contact from the company as they failed to attend a pre-booked appointment.

C. PAVILION

The cricket club had altered their hours and had to reduce capacity in line with local and national restrictions from 26 to 12. They will let me know if they will continue opening through the winter months.

A response from the Cricket Club regarding an incident on 19th September has been received. The members involved have been subject to the Club's disciplinary procedure and have received lengthy bans.

The Cricket Club is proposing a refurb of the bar area in the Pavilion 22-27 November.

D. STAFF NEWS

We still have 2 members of staff off sick with a 3rd who was off for a week with suspected food poisoning.

On 20th October I attended an online Mental Health Awareness course

An employee is booked on a PAT testing course for 12th and 13th November.

E. OPEN SPACES

We are having a few issues with our bins not being emptied on a Monday which is causing some confusion to our mobile warden and local residents.

F. OTHER

The licensing officer finally got back to me about my questions about outside drinking. They have confirmed that the cricket club are only allowed to drink alcohol outside in the area running along the Pavilion, which we used to call the veranda. It is a distance of 10.9 metres by 5 metres.

Rachel Gorton – Hall Manager