

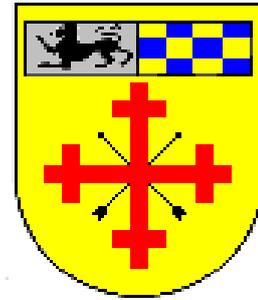
Castle Bromwich Parish Council

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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 2ND DECEMBER 2020

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

- | | Action |
|--|--------|
| L20-025 Chairman's Welcome: Cllr. K Shaw welcomed all to the meeting. | |
| L20-026 Apologies: None | |
| L20-027 Declarations of Interest: Cllr. M Strong declared an Interest in Castle Bromwich Cricket Club as a member and contractor working on the Pavilion but there were no items which present a conflict. | |
| L20-028 Minutes: The minutes of the previous meeting held on Wednesday 4 th November were agreed as a true record with 3 abstentions. | |
| L20-029 Public Question Time: None present. | |
| L20-030 Borough Councillors: SMBC Cllr. T Richards had nothing to report. | |
| L20-031 Hall Managers Report: The report from November was considered (attached at p4). <ul style="list-style-type: none">- Quotes for the Spencer Lounge bar refit are still awaited.- The Open Spaces are generally looking well-kept through the efforts of the wardens.- The risk of large numbers of footballers gathering due to a short period without a warden on duty was not considered to be severe enough to warrant risking the Council's future ability to maintain its open spaces. Officers were directed to continue to assess the risk and manage staff accordingly.- A hirer wishes to return during Tier 3 restrictions as they believe they qualify as a support group. | |

RESOLVED: The Hall Manager was directed to assess the risk and understanding of the regulations and make a decision. No reduced rates will be offered due to the increased cleaning / staffing involved in hires.

- The EICR needs to be completed.
- The non-functioning lights in the Pavilion will be replaced.

L20-032 **Staffing:**

a) Giving individual park wardens specific areas of responsibility was considered. It was noted that a senior warden may help to direct the wardens to ensure that duties are completed and to foster a proactive, flexible attitude.

RESOLVED: That the Clerk and Hall Manager assign specific areas of responsibility and encourage current park wardens to apply for a senior/supervisory role and scope out a job description. 1.

b) The issue of PAT testing and timescales involved was considered. Cllr. S Beechey to advise on which PAT test kit should be purchased. 2.

RESOLVED: That the items which need PAT testing this month are outsourced and that the member of staff is supported to pass the online retest, paid for by the Council. 3.

L20-033 **Arden Hall:**

a) The weatherproof TV style signage options were considered. A working party will examine budget availability, what is to be displayed, and fixings. 4.

b) Progress was reported with the cabinets ready to install. The locations for fixing were considered.

RESOLVED: (By majority) To install the cabinets facing the car park on the Pavilion and facing the front on Arden Hall.

c) Progress was reported on clearing Arden Hall with no current actions required.

L20-034 **Open Spaces:**

a) **Arden Hall Playing Fields:**

i. The RoSPA report was considered. Most remedial work can be done by the park wardens and the Clerk reported that this work would be covered by the Council's insurance policy as long as risk assessments had been done, the Council had performed due diligence in its checks and that the tasks were not specialist or requiring specialist tools.

RESOLVED: That Officers direct the wardens, purchase the appropriate materials within budget and instruct specialist contractors where necessary. 5.

ii. The trees near the theatre workshop are negatively impacting the building and need cutting back. Cllr. K Shaw and Cllr. S Beechey volunteered to assist. 6.

b) **Bradford Gardens:**

i. The Clerk reported on evidence that Fairways had submitted of the work done at Bradford Gardens.

RESOLVED: To pay the outstanding invoice of £475.

ii. It was noted that the bollards at Bradford Garden had been left unlocked. The Clerk has asked Fairways to ensure they are always locked. It was confirmed that a previous contractor had returned the keys.

c) **Village Green:**

i. The Clerk reported that residents on the Village Green have complained about the amount of leaves on the Green.

RESOLVED: That the Council does not have additional resources to collect fallen leaves from open spaces.

ii. The request from SMBC for permission for excavation work on Old Croft Lane was considered.

RESOLVED: To allow permission to SMBC for excavation work with the expectation the site will be made good with turf re-laid. 7.

d) **Hob Farm:** It was noted that dangerous material and more natural material has been fly-tipped. The Clerk was directed find the earliest opportunity to draft

a letter to residents who back on to Hob Farm highlighting the recent issues with fly-tipping.

- e) **Whateley Green:** The damage caused by a vehicle was not considered significant enough to warrant repair at this time.

L20-035 **Fairways Contract:** The existing contract was discussed but it was felt that a working party was needed to fully examine how performance can be measured and that the duties reflect the needs of the Council. 8.

L20-036 **Budget:** The budget proposal for 21-22 has already been finalised and submitted to a full council working party.

L20-037 **Councillors' reports and items for future agendas:**
- To consider whether items performed under Fairways contract could be brought in-house.
- The audio-loop system for Arden Hall

L20-038 **Action Log:** The following items remain outstanding:

* OS works/tools	Wardens/HM/DS
* Refurbish Village Green noticeboard	SB
* Mark out licenced area at Pavilion	Wardens/HM
* Playground resurfacing quotes	DS
* Topsoil for Bradford Gardens	DS
* Village Green tarmacking – check area	DS
* War memorial re-lettering	DS
* Draft letter to Hob Farm residents	DS
* Road by 2 The Green – check ownership	DS

New:

1) Park Wardens – duties & supervisor	HM/DS
2) PAT Test equipment	HM/SB
3) PAT testing	HM
4) External Signage Working Party	KS, SB, PA, MS
5) RoSPA remedial action	HM/DS/Wardens
6) Theatre Workshop trees	KS/SB
7) SMBC permission for excavation	DS
8) Fairways Contract Working Party	KS, PA, SB

L20-039 **Time and date of next meeting:** Wednesday 6th January 2021 at 6:30pm.

This meeting ended at 8.22pm.

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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.
NOVEMBER 2020
01/11/2020 to 30/11/2020

A. BOOKINGS AND HIRERS:

Obviously due to the PM putting us into lockdown from 4th November we were only able to open for 3 days at the beginning of November. All our hirers continued with their classes and were grateful our venue remained open as others they attended had closed immediately. We reopened half way through the month to allow the National Blood service to use our facilities.

B. BUILDING AND MAINTENANCE

ADT has carried out their annual service on our alarm 02.11.20. Annual gas service took place on 06.11.20 – This did cause a few problems with the pilot light. (see report). With the latest lockdown we were able to continue with the painting and decorating of the building everything has now been completed except for the Spencer Kitchen. Quotes for the Lounge bar refit have been delayed due to staff absences but I do have 2 so far. Electric meter reader came to the Hall on 20th to say that our smart meters were not able to get readings. Someone came back out 24th to repair it but did say that our meters haven't been installed correctly and so he has flagged it and we are to expect someone to contact us to have them replaced.

PAVILION: The Pavilion closed on 1st November after the Cricket club final hire that evening. The Cricket club started their bar refit on 22nd November for a week. It may take a little longer due to a problem with a delivery.

C. STAFF NEWS

██████████ attended PAT testing course but unfortunately it appears he hasn't passed the online test. Both members of staff are still of sick, ██████████. I have received a question / concern from a warden – will the shift times return to normal...? He stated that it risks large groups of footballers gathering on a Sunday and the park being unmanned during its busiest time.

D. OPEN SPACES

Mobile duties continued to be carried out 3 times a week due to the lockdown, we expected there to be a lot of people out and about walking their dogs and exercising as in the first lockdown. I was informed by a resident local to Hob farm that some barb wire and shears had been dumped in the area. Upon closer inspection they were dumped in the tree that had been cut down by a resident. Is this the tree we are leaving to "rot" naturally? There seems to be a lot more there than just a few branches. Do we think this may encourage other residents to dump their unwanted items in the area? (See attached photos)

E. OTHER

I have looked at the report from the Councillors annual walk around and we have been working through it quite well. (see attached) At the last meeting I was asked to get some prices for a led screen for outside the hall. (see attached)

Rachel Gorton

Hall Manager