

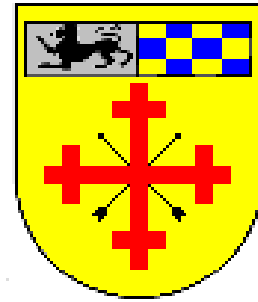
Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,
Castle Bromwich, Solihull, B36 9PB

0121 747 6503

counciloffice@castlebromwichpc.gov.uk

www.castlebromwichpc.gov.uk



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 6TH JANUARY 2021

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:	None
Public in Attendance:	None
Officers in Attendance:	Clerk: Gemma Burgess, Rachel Gorton (Hall Manager) Yvonne Smith (minute-taker)

	Action
L21-001 Chairman's Welcome: Cllr. K Shaw welcomed all to the meeting.	
L21-002 Apologies: None	
L21-003 Declarations of Interest: None	
L21-004 Minutes: The minutes of the previous meeting held on Wednesday 2 nd December were agreed as a true record.	
L21-005 Public Question Time: None present.	
L21-006 Borough Councillors: Not in attendance	
L21-007 Hall Managers Report: The report from December was considered (attached at p4). The Hall Manager gave the following updates: <ul style="list-style-type: none">- The hall is closed due to National Lockdown restrictions.- EICR will be slightly delayed.- A member of staff who has been on long-term sick leave has decided to retire from 18th January.	

L21-008	Hirers Across all Facilities	<ul style="list-style-type: none"> a) The Hall Manager reported that simplifying hire charges and options for hire packages for functions were being refined. Advice is being sought on VAT on hire charges. b) Officers were directed to meet with regular hirers to discuss their hire relationship as the Council is incurring costs, such as electricity for the pump room in the Pavilion without being remunerated for it. 	1.
L21-009	Arden Hall	<ul style="list-style-type: none"> a) Weatherproof TV style signage options – Working Party thought that it is an unnecessary expense at the moment and will re-look in 2022. b) The Hearing loop in the Windsor Room is complete but Spencer Hall requires further investigation. The Hall Manager will liaise with a member of the U3A then get quotes for necessary work. 	2.
L21-010	Pavilion:	<ul style="list-style-type: none"> a) The door from the Pavilion to the car park is in bad condition generally and the emergency exit push bar has broken off and can't be reattached. Cllr Shaw suggested that a heavy duty security door be fitted as it there wasn't a requirement for a fire door. The Clerk will check whether it is a fire exit and quotes will be sought. b) RESOLVED: That the Council be given a key to access the bar in the Pavilion and for individual storage room padlocks in an emergency. c) Heating options for the Wardens Office were discussed – Cllr Strong to source prices for suitable heater. The Hall Manager to re-iterate to Wardens that if equipment is faulty they must report it to her. The Clerk to investigate another bid writer for funding as the previous company could no longer offer this service to the Council. 	3. 4. 5. 6.
L21-011	Open Spaces:	<ul style="list-style-type: none"> a) Arden Hall Playing Fields: Cllr. K Shaw and Cllr. S Beechey will cut the trees near the theatre workshop. b) Bradford Gardens: None c) Village Green: The report showing the triangle of land the Council owns was considered. The Clerk was directed to obtain more quotes and see whether business owners also needed work doing at the same time. The Clerk reported that before Christmas complaints of walking football taking place. 'No Ball Games' notices to be put up and a copy of byelaws to be put in noticeboard. Players are not adhering to Covid restrictions, damage is being caused to land and a large amount of litter is being left behind. d) Hob Farm: There have been 2 resident complaints/concerns made relating to antisocial behaviour. Notices to be put in noticeboard concerning dog fouling. A contractor has requested access to the land, he is to be informed of the policy of asking for £1000 bond and that any damage to the ground must be put right. e) Whateley Green: None f) War Memorial – Clerk to call Midland Conservation and ask if they would put off cleaning the war memorial for a few months so cleaning and re-lettering could be done at the same time. The new bollards will be installed. 	7. 8. 9.
L21-012	Grounds Maintenance:	<ul style="list-style-type: none"> a) Working Party meeting to meet on January 14th to discuss the current contract. b) A list of tools required have not been provided so Council will purchase on behalf of Wardens. A solution for a cart for collecting rubbish should be investigated. In house grass cutting was discussed 	10. 11.
L21-013	Councillors' reports and items for future agendas:	<ul style="list-style-type: none"> a) A resident reporting drug dealing and break-ins to Cllr Allen. b) Grass cutting equipment was discussed and requested to go on a future Agenda. 	

L21-014 **Action Log:** The following items remain outstanding:

- * OS works/tools
- * Refurbish Village Green noticeboard
- * Playground resurfacing quotes
- * Topsoil for Bradford Gardens
- * Village Green tarmacking
- * Road by 2 The Green – check ownership
- * Park Wardens – duties & supervisor
- * PAT Test equipment
- * RoSPA remedial action

Wardens/HM/Clerk
SB
Clerk
Clerk
Clerk
Clerk
Clerk /HM
SB/HM
Wardens/HM

New:

- 1) Hire arrangements with regular hirers
- 2) Hearing Loop
- 3) Pavilion Fire Exits
- 4) Keys for PV areas
- 5) Heating options in Pavilion locker room
- 6) Bid writer
- 7) Theatre workshop tree
- 8) Hob Farm Notices
- 9) War memorial lettering
- 10) Fairways Contract Working Party
- 11) Cart for Arden Hall Playing Fields

Clerk/HM
HM/ Clerk
HM/ Clerk
HM
HM/ Clerk
Clerk
SB/KS
HM
Clerk
PA, SB, KS
DS/HM

L21-015 **Time and date of next meeting:** Wednesday 3rd February 2021 at 6:30pm.

This meeting ended at 8.12pm

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

.....
Dated

Castle Bromwich Parish Council

MANAGERS REPORT.

December 2020

01/12/2020 to 31/12/2020

A. BOOKINGS AND HIRERS:

Even after lockdown was lifted on 2nd December we were still put into tier 3 which meant that none of our groups could return except the Dance school and Slimming world (support group) but the lady who runs Slimming world had to cancel with us [REDACTED] which left just the dance school.

If the Government move us into Tier 4 the dance school must also close which will leave us with no one.

B. BUILDING AND MAINTENANCE

PAT testing was carried out by Kings

A date has been set for our EICR (4th January)

We had a walk about with Peninsula. It wasn't a full report this time due to restrictions with Covid but hopefully next time we will be able to go through everything. I was able to get some useful information about the online support and their risk assessments.

C. PAVILION

Still closed. Pool table has finally been moved into the Cricket club garage. Cllr Strong has changed the light fittings within the clubroom as agreed at the last LSC.

D. STAFF NEWS

A member of staff was off sick for a week. The two members of staff are still on long term sick. I had to work from home as my son's nursery closed his class due to a confirmed case of Covid.

E. OPEN SPACES

We have now received a new lock for Hob farm which only a few members of staff will have the key for. Hopefully this will stop others from opening and closing the area when they want.

F. OTHER

A warden has marked out the licensed area outside of the Pavilion as requested.

Rachel Gorton

Hall Manager