

CASTLEREAGH BOROUGH COUNCIL

Minutes of the Leisure Park Board meeting held, in committee, in the Boardroom, Dundonald International Ice Bowl, on Monday, 18 December 2006, at 6.00 p.m.

PRESENT:-

Alderman P D Robinson	(from 6.40 p.m.)
Councillor J Bunting	(In the Chair)
Councillor J Beattie	
Councillor M Henderson	
Councillor M Long	(until 7.50 p.m.)
Councillor G Robinson	
Councillor J White	(from 6.15 p.m.)

IN ATTENDANCE:- General Manager of Leisure & Marketing, Business Manager, Planning Officer and Assistant Members' Services Officer

APOLOGIES:- Apologies were recorded on behalf of Aldermen Mrs I Robinson, and Mrs G Rice, Councillors B Hanvey and J Spratt, Director of Finance & Leisure Services and Marketing & PR Manager.

LPB/2006/435: MINUTES OF THE LEISURE PARK BOARD MEETING HELD ON 20 NOVEMBER 2006

RESOLVED: That the minutes of the Leisure Park Board meeting held on 20 November 2006, be accepted as a true and accurate record subject to the following amendments

- (a) Minute No: LPB/2006/410
delete " granted approval to replace 100 lighting tubes in the upper bowling lanes with standard bulbs at a cost of £100.00 per tube..."
- amend to
- "granted approval to replace 100 lighting tubes in the upper bowling lanes with standard bulbs at a total cost of £100.00..." .
- (b) Minute No: LPB/2006/417
At the General Manager's request the opening hours for New Years Day be amended with the Centre now opening at 12.00 noon instead of 10.00 a.m.

**LPB/2006/436: MINUTE OF SPECIAL LEISURE PARK BOARD MEETING
DATED 24 AUGUST 2006**

At this stage the meeting went into Staff in Committee and the Planning Officer, Business Manager and Assistant Members' Services Officer left the meeting.

The issue of re-payment of money owing to CBC was discussed. The General Manager advised that the CE was pursuing payment and requested that this matter be deferred until Thu 21 Dec 06 when the CE and Director would provide an update.

RESOLVED: - Deferred until Thu 21 Dec 06.

MATTERS ARISING

LPB/2006/437: MEETING WITH PSNI

Members requested an update in respect of the above-proposed meeting.

The General Manager advised that the Assistant Chief Constable had written back advising that this was a matter for the DCU Commander.

Councillor Long stated that he felt that this matter should be pursued further. Members agreed that they were not satisfied with this response, and although the threat was no longer as severe, they requested a further investigation.

Discussion ensued following which Councillor Long proposed that the General Manager write to the Assistant Chief Constable, asking him to reconsider his decision and meet with Members of the Leisure Park Board to enable them to outline their concerns.

Councillor Henderson seconded this proposal and it was subsequently

RESOLVED: - The General Manager write to the Assistant Chief Constable, asking him to reconsider his decision and meet with Members of the Leisure Park Board to enable them to discuss their concerns.

REPORT FROM THE GENERAL MANAGER – LEISURE & MARKETING

LPB/2006/438: LIST OF MASTER BOWLERS

The General Manager advised that any members of the public who signed up to the league were granted Master Bowler status. Currently there were 104 Master Bowlers, although only 40 were active participants.

A list was then circulated at the meeting for Members' information.

Noted.

LPB/2006/439: ADVENTURE GOLF CAR PARK LIGHTS

The General Manager advised that a new lighting system was estimated to cost in the region of £7721.00 + VAT. He confirmed that the lease for the car park was open ended, and had been signed in January 2005, with an annual rental of £5000.00. He went on to state that three months written notice could be given to terminate the lease by either party.

At Members' request, Officers had investigated whether it would be possible to erect lights to the existing poles, which would cost in the region of £350.00 - £400.00. However, it was felt, that as the poles could only sustain a further 4 x 250 watt light, they would be insufficient to address the problem.

The General Manager confirmed that he had liaised with the Council's Health and Safety Officer and there was no specific legislation in relation to the lighting of car parking.

Discussion ensued following which it was

RESOLVED: - Members of the Board agreed to defer a consideration of the lighting situation at the Adventure Golf Car Park to the forthcoming Strategy Weekend, to enable the Board to decide whether it may be more appropriate to sell the land in question.

LPB/2006/440: PAINTING OF THE FUNCTION SUITE

The General Manager advised that it had been agreed, at the last meeting, that the function suite could be repainted at a cost of £800.00. However, it had since become apparent that this quotation had not allowed for the purchase of the paint, which was estimated to cost £120.00.

The General Manager continued, that as the expenditure would now exceed £800.00, it was necessary to obtain a second quotation in line with the Council's fiscal policy, and he sought Members approval to proceed on this basis.

RESOLVED: - Members of the Board grant permission to obtain a second quotation for the painting of the function suite. Furthermore, they authorise the General Manager to proceed with these works, providing the expenditure does not exceed £920.00 (i.e. £800.00 original quotation and £120.00 for purchase of paint).

**LPB/2006/441: ICE RINK COOLING LIQUID
(Report from the Capital Projects Manager tabled at meeting)**

The General Manager drew Members' attention to the above report from the Council's Capital Projects Officer. He stated that the report confirmed that there was a leak in the system, which would need to be addressed as soon as possible. He stated that it would be necessary for these works to be undertaken during a quieter time, in terms of usage, as the ice rink would have to be closed for approximately two weeks, to enable the floor to be dug up.

The General Manager continued that it was impossible to determine the severity of the problem and advised that the Board should proceed to appoint an M&E Consultant to investigate the matter further, as recommended by the Capital Project Manager.

The General Manager agreed to obtain approximate costings for this report and ascertain whether it would be necessary to defrost the ice, to enable the investigation to take place. Members also suggested that it would be appropriate to defer this matter for consideration at the Strategy day, in light of the fact that it would involve considerable capital spend and would therefore have to be considered in conjunction with other capital expenditure throughout the facility.

RESOLVED: - Members of the Board authorised

- (a) That the General Manager establish whether it would be necessary to defrost the ice to enable the investigation to take place, and also obtain an approximate cost for the preparation of an M&E Consultant's report. Once he had sourced this information, it was his intention to update the Board, if possible, at the forthcoming Strategy Day;
- (b) That this matter be tabled for discussion at the forthcoming Strategy Day to enable consideration as part of the Board's overall long term Capital Expenditure.

LPB/2006/442: SPONSORSHIP OF NIIHC KIT

The General Manager circulated correspondence from Palace Barracks confirming that £2945.00 of resource funding had been allocated to the Northern Ireland Ice Hockey Club to enable them to purchase strips for their under 16's and under 19's teams.

Councillor Robinson reiterated that he had been approached and asked if the Board would consider providing match funding, and he indicated his support for the request.

At this stage in the meeting, discussion on this matter was adjourned, to enable Members to hear a presentation that had been scheduled to take place.

At this stage in proceedings Alderman P D Robinson entered the meeting.

LPB/2006/443: PRESENTATION FROM MR S LENNIE FROM CHOC-O-BLOC CHOCOLATE WORKSHOP

The Chairman welcomed Mr Lennie to the meeting.

Mr Lennie advised Members that Choc-o-Bloc was the first outlet of its kind in Northern Ireland. He provided Members with a brief overview of how the business had been established and how it operated.

Mr Lennie then provided Members with a detailed account as to why he felt the Ice Bowl, in particular the existing Café Latte Room, would be an ideal location to open another outlet. Mr Lennie concluded his presentation by outlining the benefits that he felt the introduction of this facility would offer the Ice Bowl and welcomed any questions Members may have.

Following a query from Councillor Robinson, Mr Lennie advised that he would be interested in obtaining a three-year lease from the Board, with the provision of a 'get out clause' for both parties after 12 months.

Discussion ensued in respect of the footfall figures Choc-o-Bloc would have to achieve to break even. However, Mr Lennie informed Members that it was impossible for him to calculate these figures until he had established what his fixed costs would be in terms of rental etc, and he advised that he currently paid £7000.00 per annum for his premises in Abbey Street, Bangor.

At this stage in proceedings Mr Lennie left the meeting.

Members briefly discussed whether this outlet would complement the existing attractions at the Centre and agreed to consider it further at the forthcoming Strategy Day.

RESOLVED: - Members of the Board agreed to defer consideration of the proposal for a Choc-o-Bloc Chocolate Workshop to operate at the Dundonald International Ice Bowl, until the forthcoming Strategy Day.

**LPB/2006/444: PRESENTATION FROM COUNCIL'S PLANNING OFFICER
RE: 50 METRE SWIMMING POOL**

The Planning Officer advised Members that the deadline for tender submissions was Tuesday 9 January 2007, with the appointment of the Consultants taking place on Friday 12 January 2007, and she acknowledged the fact this was a very tight but necessary deadline.

Following short discussion, it was proposed that a Sub-Committee be formed which would assess the tenders received.

It was subsequently

RESOLVED: - Members of the Board agreed

(a) that the following Members of the Board be represented on a Sub-Committee to assess the tenders for the 50 metre swimming pool:

- | | | | |
|---|----------------------|---|---------------------|
| - | Councillor Beattie | - | Councillor White |
| - | Councillor Henderson | - | Councillor Robinson |
| - | Councillor Bunting | | |

(b) that a meeting of the above Sub-Committee be convened on Thursday 11 January to enable Members to assess the tenders received.

LPB/2006/445: OUTSIDE CHRISTMAS LIGHTS

The General Manager advised that the Christmas lights had been repaired at a minimal cost, which had negated the requirement for the purchase of new lighting, as, had been agreed at the last meeting.

Members welcomed the financial saving made and granted permission to hire a crane to remove the lighting after Christmas.

RESOLVED: - Members of the Board granted authority to hire a crane, at a cost of approximately £160.00, for the removal of the Christmas lights after Christmas.

LPB/2006/446: MATTING AT BLEACHERS

The General manager advised that the matting at Bleachers had been repaired, albeit temporarily, and had now been reopened.

Noted.

LPB/2006/447: RECRUITMENT

The General Manager advised that one interview, for the post of Operations Manager, had been scheduled for Thursday 30 December 2006.

Noted.

LPB/2006/448: STAFFING – WEEKEND MANNING

The General Manager advised Members that he wished to investigate staffing levels at the centre over the weekend period, to ensure a fair balance between the numbers of contracted and casual staff on duty.

He undertook to prepare a detailed report and table it at a future meeting of the Committee.

RESOLVED: - The General Manager be instructed to prepare a report on staffing levels at the centre over the weekend period, which will be tabled at a future meeting of the Board.

LPB/2006/449: LEASES – ATM

The General Manager advised that work to re-install the First Trust ATM at the front of the facility was due to commence on Monday 8 January 2007. Plans of the ATM housing were circulated at the meeting for Members' information.

Noted.

LPB/2006/450: BATTLEFIELD SPORTS

The General Manager advised that meetings had been held with the Marketing Department - to discuss the proposed frontage, the Building Control Department - to discuss fire regulations, and Electrical Contractors - to discuss emergency lighting, smoke and fire alarms.

He stated that the Fire Service had indicated that the Fire Certificate would be unchanged except with an amendment to include the new venture.

He undertook to keep Members fully informed of the progress made.

Noted.

LPB/2006/451: POWERLEAGUE FIVES LTD

The General Manager advised that correspondence had been received through BTW Shiells submitting an offer to lease land to develop ten 5-a-side pitches, two 7-a-side pitches, a sports club house (400 sqm) with 100 car park spaces, spot lighting overlooking the pitches, and CCTV coverage.

Members discussed an approach that had also been made by Shoot Soccer and requested that the General Manager write to both interested parties advising that their proposals would be being discussed at the Board's forthcoming Strategy Day.

RESOLVED: - Members of the Board requested that the General Manager write to BTW Shiells and Shoot Soccer advising that their proposals would be discussed at the Board's forthcoming Strategy Day.

LPB/2006/452: HOTEL LAND SALES

The General Manager advised that the highest bid, to date, had been received from the Diamond Group at £625,000.00.

It was suggested that in order to make a closure of the bidding, that interested parties be advised that bids would close at 12.00 noon on Friday 5 January.

RESOLVED: - Members of the Board authorised that the General Manager instruct the Estate Agent to close bidding for the Hotel site on Friday 5 January, with sealed bids to be received by 12.00 noon.

LPB/2006/453: RESOURCE MANAGERS

The General Manager advised Members that budget forecasting and planning training had been organised for staff and would take place on Tuesday 19 December. He provided Members with an overview of the training and stated that it would be an ongoing process.

Members welcomed this training initiative.

Noted.

LPB/2006/454: MANAGEMENT STRUCTURE

The General Manager advised that he would be undertaking a review of the current catering arrangements throughout the facility, and undertook to bring a detailed report to a future meeting of the Board.

Noted.

LPB/2006/455: BANGOR ICE SKATING CLUB

The General Manager advised that he had planned to raise a matter in respect of Bangor Ice Skating Club and their ice time. However, he stated that he would like to review this matter further, but would bring a report to the Board at a later stage.

Noted.

LPB/2006/456: STRATEGY DAY

The General Manager asked the Board Members to give some consideration as to the format of the forthcoming Strategy Day being held on 12 January 2006

Following consideration it was

RESOLVED: - Members of the Board

- (a) agreed that the Strategy Day would be held at the Castlereagh Hills Golf Club on Friday 12 January 9.00 a.m. – 6.00 p.m. and Saturday 13 January 9.00 a.m. – 1.00 p.m., with meals being provided;
- (b) agreed that the following Officers should be invited to attend
 - General Manager of Leisure & Marketing
 - Business Manager
 - Director of Finance & Leisure Services
 - Environmental Health Manager
 - Assistant Manager (if necessary)
 - Area Manager Leisure (to deal with swimming pool proposal)
 - Planning Officer (for planning queries issues).
- (c) the General Manager be instructed to table a draft itinerary for the Strategy Day to be circulated to Board Members during the tea break at the December Council meeting;
- (d) requested that the Planning Officer prepare a map of the Leisure Park site, clearly marking which areas had been earmarked for development

and highlighting the land still available with potential for further development;

- (e) the General Manager to ascertain the urgency of repair/replacement works to the roof and compressors at the centre, and update Members at the Strategy Day, if possible.
- (f) the General Manager to prepare a report on the capital works already agreed by the Board, and, in addition, detail those works which required addressing as a matter of urgency.

At this stage in proceedings Councillor Long left the meeting.

LPB/2006/457: ROSPA REPORT

The General Manager advised members that a ROSPA report had been received in respect of Indiana Land. He detailed that there were a number of improvements, which needed undertaken as a matter of urgency to ensure health & safety standards were adhered. Minor works, which could be carried out immediately, amounted to £371.18, the remainder of the repairs was estimated to cost in the region of £2400.00.

The General Manager sought permission to proceed with the minor works as a matter of urgency, and advised that he would proceed to obtain three quotations for the remainder of the work required.

RESOLVED: - Members of the Board authorised that the General Manager arrange to have the minor repair works undertaken to Indiana Land at a cost of £371.18, and proceed to obtain three quotations for the remainder of the work required.

LPB/2006/458: SPONSORSHIP OF NIIHC KIT

Discussion resumed on the request for sponsorship, as previously detailed earlier in the meeting. Members discussed the possibility of providing match funding for this request.

Several Members expressed concern that this may set a precedent for such requests, however, following detailed consideration it was

RESOLVED: - Members of the Board agreed to provide match funding for the request from the NIIHC, to enable them to purchase strips for their under 16's

and under 19's teams, with £1500.00 being made available this financial year, and £1500.00 next financial year.

ANY OTHER BUSINESS

LPB/2006/459: FUNVALLEY – TRAMPOLINE

The General Manager advised that an offer of £8000.00 had been made to purchase the six-bed trampoline.

Noted.

LPB/2006/460: TUMBLETOTS USE OF FUNCTION SUITE

The General Manager advised that Tumbletots who used the function suite on a weekly basis were being charged a community rate of £27.50 per hour, which was costing them £150.00 per day. He stated that they had requested a reduced rate for a period to enable them to build their numbers up again.

Discussion ensued following which it was

RESOLVED: - Members of the Board agreed to reduce the rental charged to Tumbletots to £120.00 per day for use of the function suite, for a period of three months, at which stage it would be reviewed.

LPB/2006/461: FUNCTION SUITE ROOM RENTAL

The Business Manager stated that she felt there may be an issue with the rental of the function suite. She continued that some of the commercial businesses hiring the facility may be liable to pay VAT on the rental charge.

She undertook to investigate the matter in greater details and report back to the Board.

RESOLVED: - The Business Manager to investigate fully whether commercial businesses hiring the function suite would be liable to pay VAT on the rental charge, and report back to a future meeting of the Board.

LPB/2006/462: TRADING ACCOUNTS

The Business Manager tabled for Members' consideration the Ice Bowl Trading Accounts for the period 1 April 2006 – 30 November 2006, together with a summary of last year's figures for comparison.

Noted.

LPB/2006/463: WEEKLY INCOME ANALYSIS

The Business Manager tabled for Members' consideration the weekly income analysis sheets.

Noted.

LPB/2006/464: MAN HOURS

The Business Manager referred members to a summary of the man hours and costs up to week 36, i.e. week ending 3 December 2006.

Noted.

There being no further business, the meeting ended at 8.25 p.m.

CHAIRMAN

CHIEF EXECUTIVE