

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the Leisure Park Board held, in committee, in the Board Room at Dundonald International Ice Bowl on Monday 16 January 2006 at 6.00 p.m.

PRESENT: Alderman P D Robinson

COUNCILLORS: J Beattie (from 6.35 p.m.)
J Bunting (until 6.40 p.m.)
D Drysdale
B Hanvey
T Jeffers (from 6.15 p.m.)
M Long
G Robinson
J White

APOLOGIES: Apologies were received on behalf of Aldermen I Robinson and G Rice, and also from Councillor Bunting who would be leaving the meeting early.

IN ATTENDANCE: Director of Finance & Leisure Services, Acting Manager, PR & Marketing Manager and Assistant Members' Services Officer.

LPB/2006/01: MINUTES OF LEISURE PARK BOARD MEETING DATED 19 DECEMBER 2005

RESOLVED: - Members of the Board agree that the Minutes of the Leisure Park Board meeting, held on 19 December 2005 be accepted as a true and accurate record.

MATTERS ARISING

LPB/2006/02: HALLOWEEN EXTRAVAGANZA (Minute refs LPB/2005/165 and LPB/2005/189 refers)

Alderman Robinson advised Members that he had received additional information pertaining to the above event. He raised concerns regarding a number of matters and, in particular, drew Members' attention to variances in the figures.

Concern was also raised regarding the circulation of information which related to the confidential marketing report undertaken by the Marketing Consultant.

Discussion then ensued regarding use of the Board Room by outside bodies and security measures at the premises.

The Acting Manager advised Members that, from the end of November 2005, bookings of the Board Room would have to be authorised by her.

Detailed discussion ensued, following which it was

RESOLVED: - Members of the Board agree

- (a) that the master code of all the key pads throughout the facility be changed, with immediate effect;
- (b) that the Acting Manager periodically study the footage of the various CCTV cameras located throughout the facility, and should any unauthorised personnel be located in areas deemed to be out of bounds to the public, Members of the Board to be updated accordingly;
- (c) that the Acting Manager assess the security measures in place throughout the facility, and report back on any recommended changes she felt appropriate

At this stage in proceedings, Councillor J Beattie entered the meeting.

LPB/2006/03: CINEMA – UPDATE

The Director of Finance & Leisure Services advised that the sale of land for the cinema complex had not yet completed. He explained that there was still a discrepancy between the land the Council intended to sell and that expected by the purchasers. In view of this, he sought Members' approval to authorise the Council's Solicitor to extend the long-stop date to enable the associated negotiations to be effectively completed.

RESOLVED: - Members of the Board grant permission to extend the long-stop date on the cinema site, to enable the requisite negotiations to be effectively completed.

At this stage in proceedings Councillor Bunting left the meeting.

LPB/2006/04: TRADING ACCOUNTS 1 APRIL 2005 TO 31 DECEMBER 2005

(updated copy circulated at meeting)

The Director of Finance & Leisure Services advised that he would be presenting a detailed analysis of the trading accounts at the February meeting of the Board. He also advised that he hoped to be in a position to confirm the position regarding reclaiming the VAT on exempt items, as previously discussed.

Councillor Long requested that the figures for the Halloween Extravaganza be included in next month's trading accounts.

Members welcomed the cost savings made throughout the facility.

The Acting Manager stated that she anticipated that there would be further savings in salaries, as there were several posts which would soon be vacated that would not be filled in the near future.

The Officer continued that she was currently querying outside catering business that was operating from the Ice Bowl, but was being coded through Scoff & Quaff as income. She advised that she would be undertaking a review of the catering arrangements at the facility, which would include a stock take.

The Director of Finance & Leisure Services advised that a full review of the cost code heading was taking place, as part of the estimates process.

Councillor Long queried why there was no income relating to the sale of ice cream over the month of December.

The Acting Manager undertook to investigate this, whilst carrying out her review.

Members also commented on the high costs associated with security at the facility. The Director advised that, at present, this was continually being reviewed.

RESOLVED: - That Members of the Board agree that

- (a) the Director of Finance & Leisure Services present a detailed analysis of the trading accounts for the entire facility at the February meeting of the Board, to include the financial figures for the Halloween Extravaganza;
- (b) the Director of Finance & Leisure Services update Members on the current situation in respect of reclaiming the VAT on exempt items, as highlighted by the Director at a previous meeting;
- (c) the Acting Manager review the business arrangements with regard to catering for functions. This review would also include a stock take of the in house café.
- (d) the Acting Manager clarify why there was no income shown for ice cream sales over the December trading period.

REPORT FROM THE ACTING MANAGER

LPB/2006/05: DIZZYLAND FUNFAIR

The Acting Manager advised that Dizzyland funfair had requested use of the overflow car park between 4 and 14 May 2006. She continued that should Members agree to this request, they would need to agree to a suitable rental.

The Officer advised that in previous years a rental of £1,000.00 had been paid.

Members suggested a rental of £1,200.00, however, asked the Officer to clarify the rental charged by other local councils, in particular, North Down and Ards Borough Councils. Should this fee differ dramatically, it was agreed that the Acting Manager be granted authority to amend the rental as appropriate.

It was therefore

RESOLVED: - Members of the Board agree that

- (a) the Acting Manager contact other local councils, to ascertain the rental fee they charged Dizzyland Funfair, and agree a suitable rental for the overflow car park;
- (b) Dizzyland funfair be granted permission to use the overflow car park between 1 and 14 May 2006, subject to satisfactory proof of public liability insurance, at a rental to be agreed by the Acting Manager.

LPB/2006/06: GAMING MACHINES

The Acting Manager drew Members' attention to her report on the above matter.

The Chairman noted that the Board was bound by the current contract until July 2006.

Following discussion it was

RESOLVED: - Members of the Board agree that

- (a) Officers continually monitor the situation in respect of gaming machines at the facility, with staff being directed to keep records of the log readings of all machines;
- (b) the Acting Manager carry out a detailed analysis of the income generated from both the gaming and video machines, and prepare a detailed report to enable a business decision to be taken at the May 2006 meeting of the Board.

LPB/2006/07: YOUTHS LOITERING IN THE VICINITY OF DIIB

The Acting Manager drew Members' attention to the details of her report. She highlighted the growing problems with youths loitering outside the Ice Bowl, which had escalated in recent weeks, with both customers and staff being verbally abused, spat at, and received threats of violence.

The Officer continued that there had been a number of Members of staff who had felt threatened and vulnerable as a result of this ongoing situation. Having discussed the matter with the Community Services Manager she was recommending that she meet with the Tullycarnet Community Forum in order to raise awareness amongst local youth and community workers of the problems the facility was experiencing. She sought Members' approval to proceed with the meeting, and she encouraged the Elected Representatives for the area to attend.

Members welcomed any moves that the Acting Manager could make to try and resolve the ongoing situation for customers and staff, however, the Chairman issued caution in respect of thinking that such moves would solve the situation.

Members continued that they felt serious action needed to be taken to highlight that antisocial behaviour was not acceptable to the wider community. Discussion ensued regarding Anti Social Behaviour Orders (ASBO's) in which Members welcomed any moves that the Acting Manager could take, along with the Police to proceed down this route.

The Chairman suggested that the Acting Manager write to the Hanwood Board highlighting the problems being experienced and invite a representative from the Hanwood Board to attend the meeting; as such behaviour would undoubtedly also have a detrimental effect on the business community in the area.

Detailed discussion ensued following which it was

RESOLVED: - Members of the Board agree that

- (a) approval be granted for the Acting Manager and Community Services Manager to facilitate a meeting, with a view to progressing the matter of youths causing annoyance in and around the vicinity of the Ice Bowl. The Acting Manager to chair the meeting and be granted with the authority to invite the following representatives to attend:
 - Elected Members for the area
 - Facilities Co-ordinator for Tullycarnet Estate
 - Representatives from the Hanwood Trust
 - Ballybeen Estate Manager
 - Ms Anne Lappin from Community House
- (b) the Acting Manager appraise the Central Services Committee in respect of the outcome of the meeting insofar as the direction to be taken to address the problem of youths outside the Ice Bowl. Any involvement thereafter of the Council's community workers would be discussed and actioned via the Central Services Committee.

LPB/2006/08: FUNDRAISING EVENT BEING HELD BY DIIB STAFF FOR CHILDREN FROM CHERNOBYL

Following discussion, it was

RESOLVED: - Members of the Board authorise free use of the function suite at DIIB, for staff at the facility to host a fundraising event, in aid of children from Chernobyl.

LPB/2006/09: FUNDRAISING EVENT BEING HELD BY DUNDONALD FIGURE SKATING CLUB

The Acting Manager advised that Dundonald Figure Skating Club had requested free use of the function suite to enable them to host a fundraising event in aid of club funds. She stated that she had stipulated that if the Board agreed to this request, the club must serve only food purchased from the premises.

Members considered the request and agreed that, in light of the current difficulties the club was experiencing in obtaining funding, that on this occasion free use of the function suite would be granted.

Councillor Long enquired as to whether the club had obtained any grant funding.

The PR & Marketing Manager advised that with the assistance of the Council's Sports Development Officer, funding had been applied for and the club was hopeful that this would be awarded in due course.

RESOLVED: - Members of the Board agree that Dundonald Figure Skating Club be granted free use of the function suite at the Ice Bowl, in light of the current difficulties being experienced in obtaining funding.

LPB/2006/10: REQUEST FROM DONAGHADEE HIGH SCHOOL

The Acting Manager advised that she had been approached by Donaghadee High School requesting a reduced fee for ice-skating. The Officer stated that due to the travel time to and from the facility, the school children were actually only skating for approximately 30 minutes.

Following consideration of this request, it was

RESOLVED: - Members of the Board authorise Officers to pilot a 'short skating session' lasting 30 minutes, at a cost of £2.00 per session.

REPORT FROM THE TECHNICAL MANAGER

The Acting Manager presented this report in the absence of the Technical Manager.

LPB/2006/11: MAIN POWER CCT BREAKER

The Officer reported that the main power CCT breaker had been replaced and was operating satisfactorily. A claim had been submitted to the Council's insurers and the Technical Manager was hopeful that some of the costs would be reimbursed.

Noted.

LPB/2006/12: SECURITY MEASURES

The Acting Manager drew Members' attention to the report prepared by the Technical Manager, outlining proposals relating to increased security at the facility.

The Officer recommended changing the 3 existing cameras at the entrance to the facility to high performance, high-resolution digital colour auto-iris vari-focal lens type, he felt that this would enhance the image recorded on the digital hard drive. In the event of an incident, the images could be reviewed and burned onto a disc for subsequent evidence.

Following consideration it was

RESOLVED: - Members of the Board agree that the three security cameras at the entrance to the facility be upgraded, at a cost of £730.00 + VAT, in order to improve existing security measures at the facility.

REPORT FROM THE PR & MARKETING MANAGER

LPB/2006/13: SENIOR BRITISH ISLES TEN PIN BOWLING CHAMPIONSHIPS

The PR & Marketing Manager updated Members on the proposed details of the above event. She advised that Members would be invited to attend.

Noted.

LPB/2006/14: MARKETING EVENT PLANNER JANUARY 2006 – JANUARY 2007

(copy circulated at meeting)

The PR & Marketing Manager drew Members' attention to the above document detailing the schedule of events planned for the forthcoming year.

The Officer advised that she would like to attend the annual UK event Show being held in London, and if Members approved her attendance at this event, she hoped to bring back a full report on events, products and techniques.

The PR & Marketing Manager drew Members' attention to the eight week series Dancing on Ice being screened on ITV. She advised that this had already had a positive impact on ice rink attendance figures for Sunday 15 January 2006. The Officer continued that this, combined with the Winter Olympics would provide an exceptionally high level of publicity for ice-skating in general. On this basis, she advised that several additional ice skating courses were being scheduled for the forthcoming two-month period.

RESOLVED: - Members of the Board authorise the PR & Marketing Manager's attendance at the Event Show to be held in London, on Wednesday 25 and Thursday 26 January 2006, covering all associated travel costs.

LPB/2006/15: INDIANA LAND HEALTH AND SAFETY

The PR & Marketing Manager referred to the toddler area in Indiana Land. She advised that following the last meeting she had looked specifically at this area and raised concern that the soft play equipment had not been replaced, leaving the area potentially dangerous to young children.

The Officer advised that the specification for this area might have changed during the design process; however, she was having difficulty clarifying this as she had been on sick leave over that period, and had been unable to make contact with the company.

The Officer advised that a number of complaints had been received from members of the public.

The Officer undertook to attempt to clarify this matter for the next meeting.

RESOLVED: - Members of the Board agree that the PR & Marketing Manager clarify the final design brief for Indiana Land, and obtain costings for purchasing the necessary soft play equipment for the toddler area, in line with Health and Safety requirements.

LPB/2006/16: PRINT REQUIREMENTS

The PR & Marketing Manager sought approval to proceed with the production and printing of 30,000 generic leaflets, at a cost of £952.00, being the lowest quotation received.

She also sought approval to purchase a new penguin display stand for reception, at an approximate cost of £200.00.

The Officer advised that, where possible, leaflets would be produced in-house to reduce costs.

RESOLVED: - Members of the Board grant the PR & Marketing Manager authority to proceed:

- (a) with the production of 30,000 generic leaflets, from Dargon Press being the lowest quotation received at a cost of £952.00;
- (b) with the purchase of a new penguin display stand for reception, at an approximate cost of £200.00.

LPB/2006/17: PRICING

The PR & Marketing Manager reminded Members that following the refurbishment of Indiana Land the price for teen evening admission had been raised to £5.50, however, since then staff had reported a reduction in the numbers using the facility.

The Officer stated that upon investigation it was being recommended that the charges be modified.

RESOLVED: - Members of the Board agree that Officers be authorised to modify the teen admission charge to the original admission charge of £4.50 for individuals and groups sharing usage, but retain the £5.50 charge for groups of 40 or more who requested private usage of the facility.

LPB/2006/18: NORTHERN IRELAND OPEN ICE SKATING CHAMPIONSHIPS

The PR & Marketing Manager advised that a provisional date for the above event had been proposed by the organisers for Friday 12th, Saturday 13th and Sunday 14th May, but this event was subject to funding from sports bodies. The Officer continued that in order for the organisers to complete the funding application, they needed to know the amount they would be being charged for the use of the ice rink.

Following consideration the Acting Manager suggested that it might be appropriate to charge the same fee per hour as that charged to the Belfast Giants i.e. £150.00 per hour.

RESOLVED: - Members of the Board agree that the organisers of the Northern Ireland Open Ice Skating Championships be advised that a fee of £150.00 per hour would be levied for the hire of the Ice Rink.

At this stage in proceedings the Acting Manager, PR & Marketing Manager and Assistant Members' Services Officer left the meeting.

STAFF IN COMMITTEE

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

CHAIRMAN

CHIEF EXECUTIVE