

CASTLEREAGH BOROUGH COUNCIL

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

PRESENT:- Alderman PD Robinson MP MLA (until 8.05 pm)
Councillor J Beattie (until 9.10 pm)
Councillor Ms J Bunting
Councillor B Hanvey (Dep Mayor ex officio)
Councillor M Long
Councillor G Robinson
Councillor J Spratt (Mayor ex officio)
Councillor J White (from 6.15 pm)

IN ATTENDANCE:- Director of Finance & Leisure Services, Acting General Manager of Leisure & Marketing, Marketing & PR Manager, Business Manager, Technical Manager and Assistant Members' Services Officer

APOLOGIES:- Apologies were recorded on behalf of Aldermen Mrs I Robinson and Mrs G Rice and Councillor Henderson

LPB/2006/325 : MINUTES OF THE LEISURE PARK BOARD MEETING HELD ON 21 AUGUST 2006

RESOLVED: That the minutes of the Leisure Park Board meeting held on 21 August 2006 be accepted as a true and accurate record.

MATTERS ARISING

LPB/2006/326 : FUN VALLEY (Minute LPB/2006/284 refers)

The Director of Finance & Leisure Services asked the Board for a date for the strategy day, so that this matter could be fully considered.

RESOLVED: That the Board hold its strategy day on either 3 or 10 November 2006, and that the further use of the Fun Valley equipment be considered on this occasion.

LPB/2006/328 : BOWLING (Minute LPB/2006/289 refers)

The Technical Manager had identified eight hoods over the ball returns with broken brackets, which made them dangerous. He was particularly concerned

about two hoods, which were badly cracked and needed urgent replacement. The cost was £593 plus VAT for each unit.

During the ensuing discussion, Members enquired if there was a possibility of having a mould of the hood made locally, which could then be used to replace the faulty ones at a lower cost. The Technical Manager agreed to enquire about the cost and report back to the next Board meeting

RESOLVED: That the Technical Manager enquire whether it would be possible to produce a mould of the hood covering the ball returns, in order to use this to make replacements for the faulty hoods in the bowling alleys at a lower cost than that quoted by the original supplier, and report to the Board at its next meeting.

LPB/2006/329 : OUTSTANDING INVOICES (Minute LPB/2006/311 refers)

The Director of Finance & Leisure Services advised that he had been in further consultations with the solicitors regarding outstanding invoices from BT and Global Club, and that the companies were now considering taking legal action against the Council. The solicitor's advice was that the Council should pay the relevant invoices but could issue a recoupment invoice to the former member of staff to try to recover these monies.

Following some discussion, it was

RESOLVED: That the Director of Finance & Leisure Service arrange for payment of outstanding invoices from BT and Global Club respectively and not pursue the matter further, as the Council had received the benefit from the purchases.

LPB/2006/330 : REQUEST FOR SUPPORT OR SPONSORSHIP FOR ICE HOCKEY CLUB (Minute LPB/2006/318 refers)

The Director of Finance & Leisure Services stated that the above request had been referred to the Sports Development Officer for consideration by the Castlereagh Sports Development Association.

Noted.

LPB/2006/331 : CAR PARKING (Minute LPB/2006/321 refers)

The Acting General Manager of Leisure & Marketing informed Members that she had contacted the PSNI regarding the above matter.

Noted.

LPB/2006/332 : INSURANCE REPORT IN RESPECT OF THE CARAVAN PARK (Minute LPB/2006/302 refers)

The Technical Manager advised that, to date, no information had been received from the insurers.

Noted.

REPORT FROM THE DIRECTOR OF FINANCE & LEISURE SERVICES

LPB/2006/333 : TRADING ACCOUNTS

The Director of Finance & Leisure Services took Members through the August trading accounts and circulated a summary of the previous year's figures for comparison. He remarked at the major improvements achieved during the last year.

Councillor Bunting congratulated Officers for their achievements.

Noted.

LPB/2006/334 : WEEKLY PINK SHEETS

The Director of Finance & Leisure Services went through the weekly pink sheets and answered Members' questions.

The Acting General Manager of Leisure & Marketing reported that a monthly direct debit had now been set up for payment of shop rental. She further outlined arrangements that had been put in place for the collection of money from the locker token machine. The Manager then informed Members that proposals for outdoor advertising had been received from Viacom and JCDecaux, which was for a period of five years but to be reviewed annually. She confirmed that she would provide details at the next Board meeting.

Noted.

LPB/2006/335 : PRESENTATION FROM REPRESENTATIVES OF BATTLEFIELD SPORTS NI

The Chairman welcomed Mr Mark Montgomery and Mr Curtis Brown from Battlefield Sports NI to the meeting.

Mr Montgomery started the presentation by outlining details of the proposal as follows:

- Indoor and outdoor space is required
- Corporate and individual events for up to 20 people are available
- Events will be varied
- Five staff members are required
- Five-year lease proposed
- Marketing via radio and PC magazines
- Army suits, laser guns and protective clothing will be provided

- Battlefield Sports will be responsible for alterations to the room provided in DIIB
- Operational by Halloween 2006
- Battlefield Sports will provide indemnity insurance

Following the presentation, Members discussed the points raised. There was some concern that Battlefield Sports was unable to provide a business plan. The Acting General Manager of Leisure & Marketing stated that, should the Board decide to enter into a contract with Battlefield Sports, and she suggested a trial period of one year, with a rental value of £15,000, to be reviewed thereafter. However, Councillor Robinson was of the view that this type of activity would prove to be very popular, as there was a market for this type of activity.

The PR & Marketing Manager suggested that additional revenue could be achieved by offering party packages, including food and drink, as well as video machines.

Following some further discussion, it was

RESOLVED: That the Acting General Manager of Leisure & Marketing meet with the representatives of Battlefield Sports with a view to drafting a tenure agreement, which would be brought back to a future Board meeting.

LPB/2006/336 : WEEKLY PINK SHEETS (continued)

Members raised concerns regarding a drop in revenue from birthday parties. The PR & Marketing Manager replied that bookings had dropped throughout the summer, but there had been a recent increase again.

Following some discussion, it was

RESOLVED: That discussion regarding bookings for birthday parties be continued at the next Board meeting.

LPB/2006/337 : MAN HOUR COSTS

The Director of Finance & Leisure Services took Members through the details of man hour costs to date.

Noted.

LPB/2006/338 : BUDGETARY CONTROL ANALYSIS

The Business Manager took Members through the budgetary control analysis and explained any variances. She pointed out that there had been a substantial rise in electricity costs, which had arisen during the past year.

The Acting General Manager of Leisure & Marketing outlined details of how the staff rota was compiled, and she explained the importance of stewarding

on the ice rink. She added that she would provide a detailed breakdown of the staff rota for the next Board meeting.

RESOLVED: That the Acting General Manager of Leisure & Marketing continue to draft rotas on the basis of minimum cost but providing the necessary level of manpower at the key times of business.

REPORT FROM THE TECHNICAL MANAGER

LPB/2006/339 : PLANT ENGINEER TRAINING

Members raised concerns regarding the level of training and qualifications achieved by the engineers employed at DIIB. Councillor Long was of the view that further training should be offered to some staff, so that they would be able to carry out more specialised tasks, including maintenance of the CHP. Councillor Robinson suggested that a review be carried out in respect of qualifications held by staff, and he stated that, if one member of staff acquired additional specialised training, other staff could be trained in house.

Following some further discussion, it was

RESOLVED: That the Technical Manager provide information about available training for engineers employed at DIIB for consideration at a special meeting of the Leisure Park Board on 28 September 2006.

LPB/2006/340 : CO2 EMISSIONS

RESOLVED: That consideration of CO2 emissions be deferred to the Strategy Day.

LPB/2006/341 : CARAVAN PARK, STORAGE CONTAINERS AND ICE RINK SEATING

The Technical Manager outlined details of necessary additional maintenance work. Members entered into a discussion regarding the most cost-effective way to carry out this work, in particular painting of the storage containers, and following some discussion, it was

RESOLVED: That the two containers for the storage of seating be painted first, due to their bad condition, and that arrangements for further additional maintenance work be decided at a future meeting.

LPB/2006/342 : WATER SUPPLY

The Technical Manager informed Members that he had contacted the Water Board in respect of a separate meter for Adventure Golf. However, the Water Board needed to carry out a survey of the premises first, which would take approximately three or four weeks. In the meantime, the Technical Manager had obtained a meter, which had now been fitted.

Noted.

LPB/2006/343 : CHP UNIT MAINTENANCE CONTRACT

The Technical Manager reported that Low Carbon Solutions had agreed to include performance monitoring of the CHP unit as part of their contract, which would reduce their quotation by £1,272 per annum. However, this offer would only be applicable if the contract ran for three years instead of two.

Following some discussion, it was

RESOLVED: That the Technical Manager contact Low Carbon Solutions to enquire if they would be prepared to include performance monitoring of the CHP unit for a two-year period of the contract at the price quoted.

Lpb/2006/344 : ICE COOLING LIQUID

The Technical Manager referred to his report regarding a drop in the level of the specific gravity of the brine level below the ice in the ice rink, which had been corrected by adding 300 litres of calcium chloride. In order to ascertain that the correct level is maintained, the Manager suggested the purchase of a measuring instrument at a cost of £46.57 plus VAT.

Following some discussion, it was

RESOLVED: That the Technical Manager obtain further quotations for the supply of calcium chloride mixture to recharge the brine level below the ice in the ice rink.

LPB/2006/345 : ADVENTURE GOLF CAR PARKING

Following a request from the Acting General Manager of Leisure & Marketing, the Technical Manager was in the process of obtaining quotations for the provision of additional lighting for health and safety reasons in the car park adjacent to Adventure Golf. He hoped to be able to table this information at the next Board meeting.

RESOLVED: That the Technical Manager table quotations for the provision of additional lighting for health and safety reasons in the car park adjacent to Adventure Golf at the next Board meeting.

REPORT FROM THE ACTING GENERAL MANAGER OF LEISURE & MARKETING

LPB/2006/346 : SHOP RENTAL

The Acting General Manager of Leisure & Marketing reported that BTW Shields had suggested a shop rental value of £5,500 per annum, exclusive of

service charges, rates and insurance, for the shop in DIIB. Currently the resident tenant was charged £4,750 per annum, with the only additional charges being for electricity. The Manager further stated that as a commercial enterprise the shop should be eligible for payment of commercial rates, which the tenant currently did not appear to pay. Therefore, the Acting General Manager of Leisure & Marketing intended to carry out further investigation and report to the Board at a future meeting.

Noted.

LPB/2006/347 : GRAND STAND SEATING

RESOLVED: That consideration of grand stand seating be deferred to the next Leisure Park Board meeting.

LPB/2006/348 : REQUEST FOR FREE USE OF ICE RINK

RESOLVED: That consideration of the request for free use of the ice rink be deferred to the next Leisure Park Board meeting.

LPB/2006/349 : UNAUTHORISED USE OF LAND TO THE REAR OF DIIB

Members raised concerns that this land was being used without obtaining the Council's consent. The Acting General Manager of Leisure & Marketing reported that the perimeter fence between Vionville and Leisure Park land had been removed, and a track had been created for BMX bicycles, quad bicycles etc. She further stated that she had obtained legal opinion in this respect, and she had been informed that the Council should put in place further prohibitive measures to prevent access.

Following a lengthy discussion, it was

RESOLVED: That a disclaimer be erected at the entrance of the field, prohibiting access and stating that the Council would not be liable for any injuries etc, and that a gate be erected to prevent access.

LPB/2006/350 : STAFF TRAINING

The Acting General Manager outlined details of a request from the Corporate Catering Assistant to participate in the NVQ Level 3 Catering course, which would run from September 2006 to June 2007, at a cost of £362. The Manager stated that no provision had been made in this year's budgets for staff training. However, she felt it would be advantageous if the Corporate Catering Assistant completed this course.

RESOLVED: That approval be granted to the Corporate Catering Assistant to participate in the NVQ Level 3 Catering course at a cost of £362, with the funding being provided from the Central Support Training budget at DIIB.

LPB/2006/351 : STAFF REQUEST TO REDUCE HOURS OF WORK

The Acting General Manager of Leisure & Marketing advised that a staff member had requested a reduction of working hours due to personal circumstances. The Manager added that the hours would be covered by casual staff, so there should be no change in man hour costs.

RESOLVED: That approval be granted to the staff member to reduce her hours of work and that the time would be covered by casual staff where possible.

LPB/2006/352 : REPLACEMENT OF ICE SKATES

The Acting General Manager of Leisure & Marketing reported that there was currently an insufficient amount of ice skates due to wear and tear. She recommended the purchase of skates from a supplier that had been used some years ago, as those skates had proved to be very durable. The price per pair was £41.50, with the total price being £2,905.

As the annual budget for skates was currently set at £1,000, the Acting General Manager of Leisure & Marketing requested that the budget for sports equipment of £1,000 be used, and she sought approval to incur an overspend of £905.

Following some discussion, it was

RESOLVED: That approval be granted to the Acting General Manager of Leisure & Marketing to purchase ice skates at a price of £2,905, with funding of £1,000 being provided from the annual budget for skates, £1,000 from the sports equipment budget and an overspend of £905.

LPB/2006/353 : REINSTATEMENT OF THE TRAFFIC BOLLARDS

RESOLVED: That discussion regarding the reinstatement of the traffic bollards be deferred to the next Leisure Park Board meeting.

LPB/2006/354 : WATER METER

The Acting General Manager of Leisure & Marketing informed Members that an independent water meter had now been installed and would be read on a weekly basis. She added that the Technical Manager had contacted the Water Service to enquire about the originally installed meter. Following an independent audit of all facilities, the Water Service had agreed to review the installation of a further meter. Following the installation, the usage during the past year would be estimated, using a three-month period as a guide.

Noted.

SUPPLEMENTARY REPORT FROM THE ACTING GENERAL MANAGER OF LEISURE & MARKETING

LPB/2006/355 : MAINTENANCE WORK - INDIANALAND

The Acting General Manager of Leisure & Marketing sought approval to carry out necessary repairs to Indianaland, including the replacement of the mesh netting. She continued to say that a local company might be able to supply the netting at a lower cost than the suppliers from England. The cost of the repairs and replacement of the netting was approximately £700.

Following some discussion, it was

RESOLVED: That approval be granted to carry out essential maintenance work to Indianaland and replace the mesh netting at a cost of approximately £700.

LPB/2006/356 : PROFESSIONALS' ICE TIME CHARGES

RESOLVED: That consideration of the Professionals' ice time charges be deferred to the next Leisure Park Board meeting.

REPORT FROM THE MARKETING & PR MANAGER

LPB/2006/357 : AUTUMN ADVERTISING

The Marketing & PR Manager sought approval for the following advertising:

- Go Belfast, November/December Belfast issue
¼ page, £375 less 10% plus free editorial = £338
- Stopwatch – the sport and leisure magazine for the Northern Ireland Civil Service Sports Association, November/December edition
¼ page, £195

RESOLVED: That approval be granted for the autumn advertising as outlined above.

LPB/2006/358 : REQUEST FOR ASSISTANCE – AMF BOWLING WORLD CUP

The PR & Marketing Manager sought Members' views regarding a request from Ms Karen Payne and Mr Billy Nimmock, who have qualified as NI representatives at the annual AMF Bowling World Cup in November 2006, for assistance towards travel costs. However, the Manager confirmed that Ms Payne had already received a grant of £100 towards travel costs to the Commonwealth Games, and Mr Nimmock was not a resident in the Borough, although they practice at DIIB.

Following some discussion, it was

RESOLVED: That approval be granted to reduce the hourly fee at DIIB to £1.50 in respect of this matter.

LPB/2006/359 : REFURBISHMENT OF INDIANALAND TODDLER PLAY AREA

The PR & Marketing Manager reported that the following changes, at a cost of £400, were necessary in order to improve the original plan:

- Enlargement and relocation of the ball pool area
- Additional retaining fence to the front of the toddler area

RESOLVED: That approval be granted for the additional changes to be made to the original plan for the refurbishment of Indianaland toddler play area as outlined above, at a cost of £400.

LPB/2006/360 : HALLOWEEN FESTIVITIES

The PR & Marketing Manager outlined details of proposed activities for Halloween as follows:

- Council receiving a proposed £15,000 plus VAT from Mickey Modelle in relation to a dance event on 30 October 2006
- Fireworks display at a cost of £5,000
- Face painting, prizes etc at a cost of £1,000

The Manager explained that the fireworks operator, who had arranged the fireworks display in the previous year, had agreed to use fireworks up to the value of £7,000, as not all fireworks had been used in 2005.

RESOLVED: That approval be granted to arrange the Halloween festivities as outlined above.

LPB/2006/361 : POLAR BEAR CLUB

The PR & Marketing Manager outlined details of the business case for the Polar Bear Club, and she sought Members' approval to proceed. The Manager added that the weekly fee had been set at £5.

RESOLVED: That approval be granted to commence with arrangements for the Polar Bear Club as outlined by the PR & Marketing Manager.

LPB/2006/362 : MARKETING EVENT PLANNER JANUARY 2006 – JANUARY 2007

RESOLVED: That consideration of the marketing event planner January 2006 – January 2007 be deferred to the next Leisure Park Board meeting.

LPB/2006/363 : OUTDOOR ADVERTISING

RESOLVED: That consideration of outdoor advertising be deferred to the next Leisure Park Board meeting.

LPB/2006/364 : PRINT AND SIGNAGE REQUIREMENTS

The PR & Marketing Manager tabled displays of outdoor signage for the entrance at DIIB. She confirmed that the best quotation obtained was £1,615, and she sought Members' approval to proceed.

Following some discussion, it was

RESOLVED: That approval be granted to the PR & Marketing Manager to proceed with the outdoor signage for the entrance at DIIB, at a cost of £1,615.

ANY OTHER BUSINESS

LPB/2006/365 : CORPORATE CATERING

The Acting General Manager of Leisure & Marketing sought approval to trawl internally for catering assistants to provide assistance to the Catering Manager.

RESOLVED: That approval be granted to the Acting General Manager of Leisure & Marketing to trawl internally for catering assistants to the Catering Manager.

As there was no further business, the meeting concluded at 10.30 p.m.

CHAIRMAN

CHIEF EXECUTIVE