

## **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 19 February 2007 at 6.00 p.m.

- PRESENT:** Ms J Bunting (in the chair)
- ALDERMEN:** P D Robinson MP, MLA (until 7.15 p.m.)
- COUNCILLORS:** J Beattie  
G Robinson (until 7.25 p.m.)  
J Spratt  
J White
- IN ATTENDANCE:** Director of Finance, General Manager Leisure & Marketing, Business Manager, Technical Manager and Assistant Members' Services Officer.
- APOLOGIES:** Apologies were received from Alderman Mrs G Rice and Councillor Long.

### **LPB/2007/41: MINUTES OF LEISURE PARK BOARD MEETINGS**

RESOLVED: - Members authorised that the minutes of the Leisure Park Board meeting held on 15 January 2007, and Special Leisure Park Board Meetings held on 25 January 2007 and 14 February 2007 be accepted as a true and accurate record.

### **MATTERS ARISING**

#### **LPB/2007/42: PROPOSED HOTEL DEVELOPMENT**

The General Manager advised that only one bid had been received by the deadline date, namely a bid of £640,000.00 submitted by Turkington Construction.

A copy of the bid was circulated at the meeting for Members' information. Alderman Robinson stated that he had hoped there would be a two-year clause, requiring the hotel to be developed within this time period, thus preventing it from becoming a landbank.

The General Manager stated that the Chief Executive had mentioned this during discussions with the developer and felt that he would be agreeable to such a clause. He also drew Members' attention to a clause stating that, should the site

later be sold on, the Council would legally be entitled to 50% of any profit made on the land sale.

Councillor White requested that Officers liaise with the Council's Solicitor to ensure that such clauses would be legally binding.

Following discussion it was

**RESOLVED:** - Members of the Board accepted the bid received from Turkington Construction for £640,000.00, subject to the General Manager confirming with the Council's Solicitor that the following clauses would be made to the final contract and that they would be legally binding:

- (a) a clause stipulating that the proposed hotel must be developed within a two year period, thus preventing the area from becoming a landbank;
- (b) a detailed clause stipulating that should the site later be sold on by the developer, that the Council would be entitled to 50% of any additional profit made from the original sale price.

#### **LPB/2007/43: CINEMA DEVELOPMENT**

Members were advised that a letter had been received on behalf of the Lessee (Convis Ltd) in respect of the cinema site requesting consent to an Assignment of the Lease to J.H. Turkington & Sons Ltd. The General Manager advised that he was still awaiting a meeting with the Council's Solicitor, Tughans, however the Chief Executive had spoken to Mr John Mills this afternoon.

The General Manager stated that the Solicitor was investigating a clause in the original contract to establish if the Council would have any redress. This stipulated that the cinema was to be developed within 18 months of the contract being signed, i.e. September 2007, and Members agreed that it would be unlikely that this timescale could be achieved.

They referred to the huge rise in the potential resale value of this site and questioned the advice that the Council had been given by their agents for the sale.

Discussion ensued following which it was

**RESOLVED:** - Members of the Board

- (a) agreed that in future, the Board would give detailed consideration to the Property Agent they would appoint to market/sell any potential development opportunities;

- (b) agreed that the Council's Solicitor should be instructed to write to the developer advising that the Council wished the conditions of the sale to be honoured and investigate if the Council would have any redress in respect of the cinema development not being completed by the September 2007 deadline;
- (c) agreed that the General Manager be authorised to invite the developers to a future meeting of the Board.

**LPB/2007/44: INVOICE FOR SALE OF LAND – CINEMA DEVELOPMENT**

The General Manager stated that he was in receipt of an invoice from BTW Sheills for their fees in respect of the sale of land for the cinema development.

RESOLVED: - Members of the Board authorised payment of the invoice from BTW Sheills for £8000.00 + VAT, subject to the terms of the original contract of appointment being checked.

**REPORT FROM THE GENERAL MANAGER LEISURE & MARKETING**

**LPB/2007/45: TESTIMONIAL FOR TOD KELMAN (GIANTS)**

The General Manager advised that this event would no longer be taking place at DIIB.

Noted.

**LPB/2007/46: STAFF POST CHRISTMAS PARTY**

The General Manager reported that this event had been held on Saturday 29 January 2007. He advised that it had been a successful evening and had raised £100.00 for the Mayor's charity.

Councillor Spratt requested that his thanks and appreciation be passed onto the staff.

Noted.

**LPB/2007/47: PROPOSED BOXING DAY CLOSURE**

The General Manager drew Members' attention to the income and expenditure figures for Tuesdays leading up to Christmas, which had been requested by Members at the last meeting. He reiterated that it would be his view as General Manager that the facility should close on Boxing Day, giving staff a two day break which would greatly enhance staff morale. He confirmed that if this was the case, Boxing Day would be taken as part of the staff annual leave and not an additional holiday.

Members stated that, although the facility was renowned for opening 364 days a year, they noted that it would be foolish to open if it was not financially viable.

Following consideration, it was suggested by Alderman Robinson that this matter should be reconsidered later in the year.

RESOLVED: - Members of the Board agreed to defer consideration of whether to close the DIIB facility on Boxing Day to later in the year.

**LPB/2007/48: ULSTER ICE SKATING CLUB**

The General Manager advised Members that the above Club had now paid £3000.00 of their outstanding debt and had produced a copy of their public liability insurance. They had therefore been permitted back on the ice for a trial period.

Noted.

**LPB/2007/49: SALE OF TRAMPOLINE**

The General Manager reminded Members that it had been agreed at the Strategy Day that the trampoline was to be sold for a minimum of £10,000.00 + VAT. He advised that it had been advertised in the Belfast Telegraph and other supplements with no response. He stated that he had approached Event Solutions NI, who had expressed an interest in purchasing it, however, not at this price.

Noted.

**LPB/2007/50: FUN VALLEY – BOUNCY CASTLES**

The General Manager advised that the bouncy castles had been advertised with Community Services, Leisure Services and amongst other Councils, however, there had been no responses to date.

Noted.

### **LPB/2007/51: GRANDSTAND SEATING**

The General Manager circulated a supplementary report regarding the use of staff to construct the grandstand seating.

Members perused the report and stated that they were uneasy that the staff were being permitted to take annual leave, use the Council's equipment and make additional income.

Councillor White queried what the insurance implications would be in the event of an accident occurring whilst erecting the seating or in the event of the seating collapsing, and he felt that liability would ultimately lie with the Council.

The General Manager took Members through the content of his supplementary report in detail.

Members stated that they would not be in favour of this arrangement continuing, however, following a suggestion from Alderman Robinson it was agreed that the Director of Finance would clarify the issue with the Local Government Auditor.

It was therefore

**RESOLVED:** - Members of the Board

- (a) stated that, although they were not in favour of staff continuing to construct the grandstand seating under the current arrangement, the Director of Finance would obtain the opinion of the Local Government Auditor and report back to the Board with his findings;
- (b) agreed that the two jobs currently booked in could be carried out under the existing arrangements on the proviso that no further jobs would be accepted after April 2007;
- (c) approved the payment of the invoice from Arena Seating for the work carried out to the Health & Safety upgrade of the existing seating (£7,329.48 + VAT) albeit only enabling a limited number of construction options.

### **LPB/2007/52: VISIT TO FACILITIES IN THE REPUBLIC OF IRELAND**

The General Manager sought Members' view on arranging this site visit during the week commencing 12 March 2007. He advised that the site visit would include a visit to the 50m pool and JJB Sports complex in Dublin, along with the Ice Dome in Dundalk.

Councillor Robinson advised that he would not be available at this time and stated that he would like to be in attendance.

Following consideration it was subsequently

RESOLVED: - Members of the Board requested that the General Manager proceed to organise a site visit to the ROI for Members of the Board in April 2007.

### **LPB/2007/53: STRATEGY REVIEW DAY – DECISIONS**

The General Manager advised that following the strategy day, there were a number of decisions which required ratification.

Following consideration by Members it was subsequently

RESOLVED: - Members of the Board agreed

- (a) that the proposed North American theme, which had been adopted at the September 2005 strategy day be dropped;
- (b) that the General Manager and former Acting General manager be authorised to conduct a complete security review, bringing their recommendations to the Board;
- (c) that the General Manager progress the issue of both external and internal advertising, with a view to possibly entering into a partnership with an advertising company.

### **LPB/2007/54: RECRUITMENT OF STAFF – POCVA CHECKS**

The General Manager advised that he had been informed by Human Resources that future POCVA Checks may incur a charge of £50.00.

The General Manager stated that nothing had been confirmed and Human Resources were currently investigating the matter further.

Members stated that this would have a Council-wide impact and would also affect Churches and Youth Organisations. They therefore asked for their opposition to the implementation of such a charge to be recorded.

Noted.

#### **LPB/2007/55: MANAGEMENT STRUCTURE**

The General Manager stated that he remained concerned at the continuing vacancy of the position of Operations Manager.

RESOLVED: - Members of the Board agreed to defer consideration of the recruitment of the post of Operations Manager, until the new Director of Leisure had been appointed and taken up the position.

#### **LPB/2007/56: OFFICE SPACE AT DIIB**

The General Manager stated that if the appointment of the new Director of Leisure involved the new Director, a PA and Business Manager being located at DIIB, this would generate a severe shortage of office space at the facility.

Members discussed possible options, including conversion of the balcony into office accommodation, and maximising existing office space.

Following consideration it was

RESOLVED: - Members agreed to defer consideration of the provision of additional office space at the facility until the new Director was in post.

#### **LPB/2007/57: LEASES**

The Director advised that work to re-install the First Trust ATM continued.

In respect of the signage for the new Battlefield Sports Complex, the General Manager circulated the laptop displaying images of the proposed canopy signage.

RESOLVED: Members approved the circulated images which could now proceed.

#### **LPB/2007/58: SUPERMAC**

The General Manager advised that Supermac was a food outlet company interested in leasing Alaska and Lattecinos. He advised that the owners wished to give a presentation to the next meeting of the Board. In order to prepare for their presentation and prepare a business plan, they had requested the release of the footfall figures, photos of Alaska and Lattecinos and copies of contracted staff contracts.

Following detailed consideration it was

RESOLVED: - Members of the Board agreed

- (a) that representatives from Supermac could attend the March meeting of the Board to make a presentation;
- (b) that in order to assist the representatives from Supermac in preparing for their presentation and to enable them to draw up a business plan, Members authorised the General Manager to release:
  - (i) footfall figures for the entire facility;
  - (ii) photographs and plans for both Alaska and Lattecinos;
- (c) the Director of Finance be instructed to check if the TUPE Legislation would apply in these circumstances.

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

#### **LPB/2007/59: CHOC-O-BLOC**

RESOLVED: - Members agreed to defer a decision in respect of Choc-o-Bloc renting Lattecinos, until after the Supermac presentation in March 2007.

#### **LPB/2007/60: CLEANING OF UV CARPET IN XTREME BOWLING**

The General Manager reported that the above works were required.

RESOLVED: - Members of the Board agreed to the cleaning of the uv carpet in Xtreme Bowling at a cost of £320.00 and the closure of the lanes whilst the work was being undertaken.

#### **LPB/2007/61: NON-SMOKING LEGISLATION – 30 APRIL 2007**

The General Manager stated that he was seeking guidance from the Board, as to whether they wished to take any action to provide a smoking shelter for DIIB staff and customers following the introduction of this ban.

RESOLVED: - Members of the Board agreed that it would not be appropriate to provide a smoking shelter at DIIB in line with the Council's decision on the matter.

### **ANY OTHER BUSINESS – GENERAL MANAGER**

The General Manager advised that he had a number of issues which he wished to raise verbally.

#### **LPB/2007/62: GUIDE DOGS FOR THE BLIND**

RESOLVED: - Members of the Board granted permission for special collection boxes to be placed at reception of DIIB to collect old watches, jewellery etc on behalf of Guide Dogs for the Blind.

#### **LPB/2007/63: FUNCTION SUITE**

The General Manager sought guidance from Members as to whether they wished to recover the function suite chairs.

Members stated that they felt recovering of the chairs were unnecessary, but agreed to the following

RESOLVED: - Members authorised the General Manager to

- (a) arrange to have the carpet in the function suite cleaned at a cost of £150.00 – £200.00;
- (b) purchase new curtains for the function suite at a cost of approximately £400.00 per pair.

#### **LPB/2007/64: STAFF DISCOUNTS**

RESOLVED: - Members agreed to defer consideration of granting Council staff a discount on the use of DIIB facilities until the next meeting of the Board.

**LPB/2007/65: OPPORTUNITY TO PURCHASE EQUIPMENT FROM BELFAST SUPERBOWL**

The General Manager informed Members that Belfast Superbowl was relocating to Lisburn.

The Officer advised that as a result of this move there was an opportunity to purchase some of equipment, which was the same brand as that used at DIIB. The Manager advised that several of the technical staff had been to inspect the equipment, which included a lot of parts and felt that it would be a very cost effective purchase.

RESOLVED: - Members of the Board granted authority for the General Manager to purchase equipment/parts from Belfast Superbowl at a cost of £1500.00 + VAT.

At this stage in proceedings Councillor Robinson left the meeting.

**LPB/2007/66: TECHNICAL MANAGER'S REPORT**

Members briefly considered some of the points on the Technical Manager's report, however, due to time constraints, they decided to defer the report until the March meeting of the Board.

RESOLVED: - Members of the Board deferred the Technical Manager's report until the March meeting of the Leisure Park Board.

**LPB/2007/67: LETTER FROM POLICE SERVICE OF NORTHERN IRELAND**

The General Manager referred to correspondence from the DCU Commander from Castlereagh.

Noted.

**ACTING MARKETING MANAGER'S REPORT**

**LPB/2007/68: GROUP PROMOTIONS**

RESOLVED: - Members of the Board agreed

- (a) to the implementation of two promotions, as follows:
- 1 game of ten pin bowling for £2.50 or 2 games for £4.50
  - Choose any two activities for £7.00 or 3 activities for £10.00

- (b) approved approximately £653.00 of marketing expenditure to effectively market the promotions outlined.

**LPB/2007/69: SCHOOL PROMOTION**

RESOLVED: - Members of the Board approved the distribution of a mail promotion to all schools in Northern Ireland and the associated promotional expenditure. Approval was also granted to run a prize draw to win a free trip to the Ice Bowl.

**LPB/2007/70: NORTHERN IRELAND ICE HOCKEY CLUB SPONSORSHIP – NEW TEAM KIT FOR NIIHC RIVER RATS**

Officers advised that the official presentation of the new strip would be made on Saturday 3 March, before the start of the team's first home match. The presentation was expected to attract local media coverage.

Noted.

**LPB/2007/71: PROMOTIONAL MATERIAL**

RESOLVED: - Members of the Board approved the design and production of new pricing boards and skating flyers at an approximate cost of £520.00.

**LPB/2007/72: CARAVAN PARK SIGNAGE**

RESOLVED: - Members of the Board approved the design and production of new signs for the caravan park at an approximate cost of £665.00.

**LPB/2007/73 : CUSTOMER COMMENT CARD**

RESOLVED: Members approved the artwork and subsequent use of the generic leisure customer comment cards.

**LPB/2007/74: DATE OF NEXT MEETING**

The General Manager stated that the next meeting of the Board was scheduled to take place on Monday 19 March 2007, which would be a public holiday.

RESOLVED:- That the next meeting of the Leisure Park Board would be held on the 20 March 2007 at 6.00 p.m. It was further agreed that a special meeting of

the Board would be convened on the 29 March 2007 at 6.00 p.m. to hear the KPMG Presentation on the 50 m Pool Stage 2 Submission.

**STAFF IN COMMITTEE**

There being no further business, the meeting ended at 7.35 p.m.

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**CHAIRMAN**

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**CHIEF EXECUTIVE**