

CASTLEREAGH BOROUGH COUNCIL

Minutes of the Leisure Park Board meeting held, in committee, in the Boardroom, Dundonald International Ice Bowl, on Monday, 15 January 2007, at 6.00 p.m.

PRESENT:- Alderman P D Robinson (from 6.15 p.m.)
Alderman Mrs G Rice

Councillor J Bunting (In the Chair)
Councillor B Hanvey
Councillor M Henderson
Councillor M Long
Councillor J Spratt

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

APOLOGIES:- Apologies were recorded on behalf of Alderman Mrs I Robinson and Councillors J Beattie, G Robinson and J White

LPB/2007/01: MINUTES OF THE LEISURE PARK BOARD MEETING HELD ON 18 DECEMBER 2006

RESOLVED: That the minutes of the Leisure Park Board meeting held on 18 December 2006 be accepted as a true and accurate record.

MATTERS ARISING

LPB/2007/02: STAFF PARTY ON 27 JANUARY 2007

The General Manager Leisure & Marketing outlined details of a staff party that was scheduled to take place in the Ice Bowl on 27 January 2007. Tickets could be purchased for £5 per person; food would be served and staff would bring their own alcohol. All proceeds would be donated to the Mayor's charity. Previously approved at LPB on 18 Dec 06.

Noted.

REPORT FROM THE GENERAL MANAGER LEISURE & MARKETING

- **LPB/2007/03: MEETING WITH PSNI**

The General Manager advised that he had written to the Assistant Chief Constable on 20 December 2006 in order to arrange a meeting. However, to date no reply had been received.

Noted.

LPB/2007/04: STAFF - RECRUITMENT

The General Manager introduced Ivor Gibson, the new Technical Manager, who commenced work on 2 January 2007. The change-over had been addressed by the Staffing Committee during its meeting on 10 January 2007.

The General Manager also sought clarification whether the Board should be informed each time casual staff was recruited. Councillor Bunting explained that it depended on the level of the post, but there would be no need to consult the Board each time a casual member of staff needed to be employed. However, the Board should be informed about contracted recruitment for new posts.

RESOLVED: That the Board should be consulted about contracted recruitment for new posts, but that replacement of casual staff did not require individual approval.

LPB/2007/05: STAFF - RESIGNATION

The General Member advised that a casual member of staff had decided to resign ahead of an investigation. Members decided to discuss this matter in more detail in 'Staff in Committee' at the end of the meeting.

RESOLVED: That the matter involving a casual member of staff who had decided to resign ahead of an investigation, be discussed in more detail in 'Staff in Committee' at the end of the meeting.

LPB/2007/06: STAFF - TRAINING

The General Manager informed the Board that structured staff training had been organised and would commence in February 2007. It was anticipated that free training could be obtained from the PSNI, Fire Service, Equalities Commission etc, so there would be no cost to the Council. There was also a possibility that BIFHE might provide additional 'free' training resources for accredited courses.

Noted.

LPB/2007/07: RESOURCE MANAGERS

The General Manager reported that budget forecasting and planning training for the Marketing Manager, Assistant Managers, Department Managers and the Leisure Services management team had taken place on 19 December 2006 at the Ice Bowl, and monthly budget/marketing meetings were now taking place.

Noted.

LPB/2007/08: MANAGEMENT STRUCTURE

The General Manager advised that there were still some issues outstanding, for example relating to the Operations Manager's post, therefore he had not been able to prepare a report yet.

Noted.

LPB/2007/09: LEASES - ATM

Work to re-install the First Trust ATM machine at the Ice Bowl had now begun and would take approximately two weeks to complete. The lease from this machine were anticipated to be approximately £7,000 per annum.

Noted.

LPB/2007/10: LEASES – BATTLEFIELD SPORTS

There had been no further developments to date. However, Councillor Spratt pointed out that he had noticed that the organisers had started an advertising campaign.

Noted.

LPB/2007/11: LEASES – CHOC-O-BLOC

The General Manager outlined details of the lease, but he suggested that further investigation was necessary. The General Manager added that VLA and BTW Shiells had been asked to provide a market lease value for Lattecinos, and he sought approval for any costs incurred in this respect.

Following some discussion, it was

RESOLVED: That approval be granted to carry out further investigations regarding the details of the proposed lease for a Choc-o-Bloc workshop at the Ice Bowl as well as for costs resulting from the production of a market lease value for Lattecinos by VLA and BTW Shiells.

LPB/2007/12: HOTEL LAND SALES

Councillor Spratt advised that this matter was still under discussion.

The General Manager stated that Tughans Solicitors had recommended the following:

- (a) That the site should be sold 'not subject to planning permission';
- (b) That the successful bidder should be bound to complete the project within a set timeframe;
- (c) That the bidder could only sell the site if the project met the original timeframe and covenant and had the Council's approval of the new owner/developer and his designs.

Following some discussion, it was

RESOLVED: That consideration of how to proceed with hotel land sales be postponed until a future meeting of the Board.

LPB/2007/13: ULSTER ICE SKATING CLUB

The General Manager informed the Board that the Ulster Ice Skating Club's use of facilities at the Ice Bowl had been suspended until an outstanding debt of £5,458.50 had been paid. Furthermore, the club had been unable to provide evidence that public liability insurance was in place. The Acting General Manager Leisure & Marketing had, on numerous occasions, approached the club about these issues, but there had been no positive response.

Following some discussion, it was

RESOLVED: That the Board support the General Manager Leisure & Marketing's decision to suspend the Ulster Ice Skating Club until the club's outstanding debt of £5,458.50 had been paid and the club had provided evidence that public liability insurance was in place.

LPB/2007/14: STRATEGY DAY

The following topics had been discussed and resolved on the Strategy Day:

1 Skate Hire

RESOLVED: That approval be granted for the purchase of 200 pairs of Blue Bombers skating boots at a cost of £41.50 per pair, total cost approximately £8,300.

2 Fun Valley

RESOLVED: That approval be granted for the sale of the trampoline at a minimum price of £10,000 net or £11,750 gross, that the General Manager contact Event Solutions NI in this respect and that an advertisement be placed in the Belfast Telegraph.

3 Car Wash

RESOLVED: That the proposal from JT Garden Services to provide a car wash service in the car park at the Ice Bowl be rejected due to restricted car parking space.

4 Wooden Flooring

RESOLVED: That approval be granted to remove the wooden flooring from storage at Morrow's once DIIB storage had been sourced, and that the General Manager obtain quotations for the purchase of a watertight container, to be held at the Ice Bowl, taking into account the cost of ground preparation, transport of wood to container and an investigation into planning permission.

5 Visits to Competitor Sites in the Republic of Ireland

RESOLVED: That the General Manager arrange a visit by Members to Dundalk Ice Dome, to be combined with a visit to JJB Sports Football Complex and the 50-metre swimming pool complex in Dublin, with the most suitable dates being Friday, 26 January 2007, or the week commencing 29 January 2007.

6 IT Reception / Senior Cashiers

RESOLVED: That approval be granted for the purchase of IT hardware to ensure the efficient operation of the reception/senior cashier function in the Ice Bowl.

7 50-Metre Pool / DIIB Refurbishment

RESOLVED: That the Planning Officer progress the tender process to evaluate available options in order to have in place a consortium of architects/builders selected and options costed when a decision regarding the 50-metre pool is announced.

Options available are:

- a. Refurbishment of existing building with a 50m pool built on
- b. New Build of ice rink including 50m pool
- c. New Build – Ice Rink alone
- d. Refurbishment of Ice Rink alone.

8 Other Pool Options at the Leisure Park

RESOLVED: It was agreed that should the 50 M Pool Olympic funding bid be unsuccessful, that the Board would not be progressing with an alternative ie: 25m pool.

9 DIIB 21st Birthday Celebrations

RESOLVED: That no 21st birthday celebrations be held for the Ice Bowl, and that the relaunch of DIIB be deferred until after refurbishment/rebuild.

10 Adventure Golf

RESOLVED: That the General Manager inform Adventure Golf that:

no work would be carried out on the leased car park to improve lighting, as the risk was acceptable due to no known claim history and a decision to refurbish/rebuild in the near future;

no land would be sold off until all options for refurbishing/rebuilding had been fully evaluated, with car parking being at a premium.

11 Shoot Soccer Ltd versus Power League

RESOLVED: That no further land would be sold off or leased until all options for refurbishing/rebuilding had been fully evaluated, but that all other expressions of interest would continue to be brought to the Board's attention.

12 Trading Profits

RESOLVED: That trading profits for 2006-2007 be transferred to the Leisure Park Board to create a refurbishment capital fund.

13 Sub-Committees

RESOLVED: That the following sub-committees be formed to investigate and report to the Leisure Park Board:

Local Competitors and Products: Councillor J White, Councillor Ms J Bunting, General Manager Leisure & Marketing;

Refurbishment / Rebuild Feasibility Study: Councillor Ms J Bunting, Councillor J Spratt, Councillor J Beattie, Councillor J White, General Manager Leisure & Marketing, Technical Manager, Planning Officer;

Staffing Issues: Councillor J Beattie, Councillor J Spratt, Councillor B Hanvey,

General Manager Leisure & Marketing, Human Resources representative;

IT Development: Councillor M Long, Councillor M Henderson, Councillor G Robinson, General Manager Leisure & Marketing, IT representative.

LPB/2007/15: REQUEST FOR BOOKING OF GRANDSTAND SEATING

The General Manager stated that he would prepare a breakdown of the cost for the refurbishment of the grandstand seating for a future meeting. He further informed Members that a proposal had been put forward at the Strategy Review to enter into partnership with an outside company, who would hire the grandstand seating but would employ their own staff to attend the events.

Following some discussion, it was

RESOLVED:

- (a) That the General Manager Leisure & Marketing prepare a breakdown of the cost for the refurbishment of the grandstand seating;
- (b) That the hire of seating to the events below could proceed providing the Council at least broke even after all expenses were met, including staff.

GAA Academy – 2-4 Mar 07

Irish Women's Indoor Hockey Assoc – 18-22 Mar 07

LPB/2007/16: DPP YOUTH EVENT

The General Manager stated that the DPP intended to hold a youth event in the Ice Bowl on 28 February 2007 and had asked whether a special rate would be available. The Manager also sought clarification whether he would be able to make decisions of this kind without prior Board approval.

During the ensuing discussion, Alderman Robinson proposed that decisions relating to discounted rates for events should be left to the General Manager's discretion and that the Board only needed to be consulted if the need arose.

RESOLVED: That approval be granted to the General Manager Leisure & Marketing to make decisions regarding special rates for events in the Ice Bowl.

LPB/2007/17: ANNUAL TENDERS

The General Manager advised that two tender request had been submitted on behalf of the Leisure Park Board in line with the Council's purchasing policy:

DJ services
Cleaning materials

Noted.

LPB/2007/18: LANE SANCTIONING - NITBF

The Northern Ireland Ten-Pin Bowling Federation (NITBF) had requested to be allowed to inspect the bowling lanes in DIIB to ensure they met the required standard for holding ranking events. There would be a charge to be paid by the DIIB for this inspection.

During the ensuing discussion, Members raised the point that, should the bowling lanes not meet the required standard, who would be responsible for the cost of the changes?

RESOLVED: That approval be granted to the NITBF to inspect the bowling lanes at DIIB to ensure that they met the required standard for ranking events.

LPB/2007/19: WRITE OFF

The General Manager reported that the Leisure Park Board had been asked to write off the majority of 30 sets of tables and chairs bought for Indianaland, which had been deemed unfit for the purpose.

During the ensuing discussion, Members decided that, in order to reach a decision, more information was required, therefore it was

RESOLVED: That consideration to write off the majority of 30 sets of tables and chairs, which were unsuitable for use in Indianaland, be postponed until the next Board meeting in order to gather more information.

ANY OTHER BUSINESS

LPB/2007/20: BELFAST GIANTS

The General Manager outlined details of a request from the Belfast Giants to hold a testimonial at the Ice Bowl, with approximately 1,500 people in attendance on Tue 13 Mar 07. All costs would be covered with a small profit anticipated, however the real benefit was seen in the marketing value and forging good relations with the Giants.

RESOLVED: That the Board grant approval to the Belfast Giants to hold a testimonial at the Ice Bowl, with approximately 1,500 people in attendance.

LPB/2007/21: 50-METRE POOL TENDERS

The General Manager tabled a report prepared by the Planning Officer in respect of tenders received for the 50-metre pool. The sub-committee had met on 11 January 2007 for consideration of the tenders, with the Chief Executive, the General Manager Marketing & Leisure and the Planning Officer in attendance.

Each tender had been examined and scored, and the company with the highest scoring had been Economic, Planning & Environmental Consultants (EPEC Ltd), hence they were recommended as the first choice, subject to references being followed up.

Following some discussion, it was

RESOLVED: That approval be granted to appoint EPEC Ltd as consultants for Stage 2 of the bidding competition for the 50-metre pool, subject to satisfactory references.

LPB/2007/22: SIGNAGE IN FRONT OF THE ICE BOWL

The General Manager advised that problems had arisen with the steel beams holding the signage, therefore he sought Members' view as to how to proceed.

Following some discussion, it was

RESOLVED: That approval be granted to proceed with the erection of the signage at the front of the Ice Bowl as previously agreed, with minor adjustments to allow for the steel beams.

LPB/2007/23: PURCHASE OF NEW TEN-PIN BOWLS

The General Manager advised that the stock of bowls in the Ice Bowl was very low at present, therefore he recommended to purchase 60 new bowls at a cost of £1,500.

During the ensuing discussion, Members felt that it would be sufficient to purchase 30 bowls of various weights now and to purchase additional ones if the need arose.

RESOLVED: That approval be granted for the purchase of 30 bowls of various weights at a cost of £761.10 plus approximately £67 for postage and packaging.

LPB/2007/24: NI FOR KIDS

The General Manager sought approval to set up a subscription for 'NI for Kids' at

a cost of £100 per annum. The publication was directed at schools and community centres and was published four times a year.

Following some discussion, it was

RESOLVED: That approval be granted for the setting up of a subscription for 'NI for Kids' at a cost of £100 per annum.

LPB/2007/25: MITCHELL HOUSE, HOLYWOOD ROAD

RESOLVED: That approval be granted to set up a subscription for the News Letter for Mitchell House, Hollywood Road, at a cost of £60 per annum.

REPORT FROM THE TECHNICAL MANAGER

LPB/2007/26: SERVICE OF SPEAKERS IN 10-PIN BOWLING ALLEY

The General Manager sought approval to arrange for the servicing of the speakers at the bowling alleys at a cost of £450 plus VAT.

RESOLVED: That approval be granted to service the speakers at the bowling alleys at a cost of £450 plus VAT.

LPB/2007/27: COMPACTER WASTE DISPOSAL

The General Manager sought approval to arrange to have the waste in the compactor unit removed at a cost of approximately £400.

RESOLVED: That approval be granted to arrange for the removal of the waste in the compactor unit at a cost of approximately £400.

LPB/2007/28: OLYMPIA ICE-CUTTING MACHINE

The General Manager sought approval to use a sole-provider rather than tender for a service contract for the Olympia ice-cutting machine. It was recommended that the Board stay with the existing contractor who had supplied the machinery originally, as it was such a vital and specialist piece of equipment. The cost was estimated at approximately £1,200.

During the ensuing discussion, Members suggested that the contract should also include some in-house training for staff at the Ice Bowl.

RESOLVED: That approval be granted to the General Manager to use a sole-provider rather than tender for a service contract for the Olympia ice-cutting machine at a cost of approximately £1,200, to include some in-house training for

staff.

LPB/2007/29: COST FOR BOXING DAY

The General Manager stated that profit of £900 had been generated on Boxing Day 2006 excluding the cost of heating and electricity. The Ice Bowl had only been open for part of the day, but the General Manager recommended that the Board might wish to consider closure of the Ice Bowl on future Boxing Days.

Alderman Robinson recalled that there was a policy stating that the Ice Bowl should only close for one day per year. He suggested that the General Manager prepare a breakdown of costs and profit that would occur on a Tuesday for the next meeting.

RESOLVED: That the General Manager prepare a breakdown of costs and profit occurring on Tuesdays in the Ice Bowl for the next meeting.

REPORT FROM THE BUSINESS MANAGER

LPB/2007/30: TRADING ACCOUNTS

The Business Manager went through the trading accounts for the period 1 April – 31 December 2006. As the budgetary control analysis was currently unavailable, she pointed out any major adverse variances in income, ie underachievement in admissions to Indianaland, overspend on electricity.

Noted.

LPB/2007/31: MAN HOURS

The Business Manager provided a summary of the man hours up to week ending 21 January 2007. She pointed out that in December, a five-week period, the cost had been lower than in the last five-week period in September 2006.

Noted.

LPB/2007/32: WEEKLY INCOME ANALYSIS

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

Noted.

LPB/2007/33: BUDGETARY CONTROL ANALYSIS

The Business Manager stated that the budgetary control analysis for December 2006 was unavailable.

Noted.

ANY OTHER BUSINESS

LPB/2007/34: FAIR TRADE PRODUCTS

Councillor Long suggested that fair trade products should be offered as an alternative option at the Ice Bowl facilities.

Following some discussion, it was

RESOLVED: That fair trade products be offered as an alternative option at the Ice Bowl facilities.

LPB/2007/35: STRATEGY DAY SUB-COMMITTEES

For Members' information, the General Manager reiterated the membership of the various sub-committees that had been agreed on the Strategy Day.

Noted.

LPB/2007/36: VISIT FROM THE SPORTS MINISTER

The General Manager referred to a visit from the Sports Minister to the Ice Bowl earlier that morning, and he thanked the staff for their hard work in cleaning the area at the front of the building.

Noted.

STAFF IN COMMITTEE

There being no further business, the meeting ended at 8.20 p.m.

CHAIRMAN

CHIEF EXECUTIVE