

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 17 September 2007 at 6.00 p.m.

PRESENT: Ms J Bunting (in the chair)

COUNCILLORS: J Beattie
M Chambers (Mayor until 6.45 p.m.)
M Henderson
M Long
G Robinson (until 9.30 p.m.)
J Spratt MLA (from 6.10 p.m. until 7.08 p.m.)
J White (from 6.10 p.m.)

IN ATTENDANCE: Director of Leisure, General Manager Leisure & Marketing, PR & Marketing Manager, Technical Manager, Business Manager, Capital Projects Officer and Assistant Members' Services Officer.

APOLOGIES: Apologies were received from Councillors Drysdale and Hanvey, and also from Councillor Chambers who would be leaving the meeting early.

LPB/2007/193: MINUTES OF LEISURE PARK BOARD MEETING

RESOLVED: - Members authorised that the minutes of the Leisure Park Board meeting, held on 16 July 2007, be accepted as a true and accurate record, subject to the following amendment:

- Minute ref: LPB/2007/175 (last paragraph): Delete "Minister for Finance" and replace with "Minister for the Environment".

REPORT FROM THE BUSINESS MANAGER

LPB/2007/194: TRADING ACCOUNTS FOR THE PERIOD 1 APRIL 2007 – 31 AUGUST 2007

The General Manager provided Members with a brief update in respect of a number of queries, which had been raised at the July meeting. He advised that there was no variance in the cost of gas because the bill was accrued on a monthly basis. The variance in the Alaska Restaurant figures were a direct result of group bookings, a number of which had not been invoiced at the time of the trading figures being compiled.

The Business Manager then took Members through the details of the Trading Figures, highlighting that expenditure for the facility was down on the year to date estimated figure. While income had unachieved during the first 3 periods of the financial year, it had improved over the summer months largely due to the very wet weather and was now slightly over budget.

Noted.

At this stage in proceedings Councillors Spratt and White entered the meeting.

SUPPLEMENTARY REPORT FROM THE TECHNICAL MANAGER (COPY CIRCULATED AT MEETING)

LPB/2007/195: URGENT MATTER - TEMPORARY ICE RINK CLOSURE

The Director advised that the ice rink had been closed today as a result of leaking brine. She advised that as had previously been reported the ice rink had been leaking brine for some time, however, over the last few days the leak had become much worse, with a pool of brine being discovered on the ice surface this morning.

Discussion ensued, following which it was agreed that Members of the Board would be kept fully apprised of the progress made in respect of repairing the facility.

RESOLVED: - Members agreed that Officers proceed to meet with the relevant contractors in order to proceed with the repairs to the ice rink as soon as possible. The Director to keep Members fully apprised of the current situation via e-mail as soon as any progress was made.

LPB/2007/196: REFRIGERATION PLANT

The Technical Manager advised that one of the compressors in the refrigeration plant broke down and required several new parts to rebuild. Chilltec rebuilt the machine, the maintenance contractor for the refrigeration plant and it was now working, the costs had been approved by the Chairman but retrospective approval was now being sought from the Board.

RESOLVED: - Members of the Board granted retrospective approval for the cost of the repairs to the refrigeration plant amounting to £6966.85, allocated to cost code 0206/03000 Ice Rink Plant R & M Materials, and noted that this would likely create an overspend on this budget.

LPB/2007/197: STAFF OVERTIME

The Technical Manager reported that at present there were three members of staff off in the maintenance department. This was due to one plant engineer

resigning and one assistant plant engineer being off due to illness and the Supervisor in hospital. The recruitment for the plant engineer was underway.

The Manager advised that in order to cover the vacancies he was using, when available, a casual member of staff to cover the plant engineer's position and failing this other members of staff were working overtime. The assistant plant engineer's position was being covered by overtime.

Members noted the impact of these vacancies and the subsequent required overtime.

Noted.

At this stage in proceedings Councillor Chambers left the meeting.

LPB/2007/198: THIEPVAL BARRACKS – BOWLING EQUIPMENT

The General Manager informed Members that DIIB had been given the option to purchase some of the bowling equipment from Thiepval Barracks.

The Manager advised that several of the technical staff had been to inspect the equipment, which included a large number of spare parts and it was felt that it would be a very cost effective purchase. The Chairman had granted permission to proceed with the purchase at a cost of £2500.00, and retrospective approval was now being sought.

RESOLVED: - Members of the Board granted retrospective approval for the purchase of equipment/parts from Thiepval Barracks at a cost of £2500.00 + VAT.

At this stage in proceedings Councillor Spratt left the meeting.

LPB/2007/199: PRESENTATIONS FOR THE TENDERS IN REPECT OF THE ECONOMIC APPRAISAL OF DIIB

The Director of Leisure advised that four presentations would be heard from the successful companies who had tendered for the economic appraisal work at DIIB. The Officer then circulated the Scoring Matrix (copy attached) and explained the process to Members. She advised Members to hear all the presentations before they commenced their scoring and also to record their names at the top of the scoring sheets prior to submission.

The following Companies were then invited to make their ten-minute presentation, as follows:

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|----|---------------------------|----------------------------|
| 1. | Price Water House Coopers | (dark green scoring sheet) |
| 2. | Grant Thornton | (pink scoring sheet) |
| 3. | KS&P | (blue scoring sheet) |
| 4. | FGS McClure Watters | (pale green scoring sheet) |

Following the last presentation the scoring sheets were then circulated. At this stage a decision was taken to eliminate KS&P because they had not meet one of the requirements of the tender, in that they did not have adequate Green Book experience.

Councillor Robinson submitted his scoring sheets and left the meeting.

Once all the scoring sheets were submitted they were then assessed by the Director of Leisure and Business Manager and checked by the Capital Projects Officer. With the following results being announced:

1. FGS McClure Watters
2. Price Water House Coopers
3. Grant Thornton
4. KS&P – eliminated.

Members then recommended that a project team be established in order to ensure that the appraisal would commence as soon as possible.

Following discussion it was

RESOLVED: -

- (a) That the Director of Leisure advise FGS McClure Watters that they had been appointed to undertake the economic appraisal of DIIB;
- (b) That the Members who scored the presentation be appointed to sit on the project team, with a minimum attendance of three Members for a quorum at each meeting:

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

ANY OTHER BUSINESS

LPB/2007/200: CARAVAN PARK

Councillor White advised that he had been contacted by a number of residents living near to the caravan park requesting that additional signage be erected, as they were regularly being asked for directions.

The PR & Marketing Manager reported that these had been ordered and would be erected before the next season commenced.

The Director confirmed that a number of members of the travelling community had visited the caravan site, and the majority had left having paid the appropriate fee for the duration of their stay.

Members asked Officers to revisit the procedures for controlling access to the caravan park for all visitors, to ensure unlawful entrance is restricted.

RESOLVED: - Officers to revisit the procedures for controlling access to the caravan park for all visitors, to ensure unlawful entrance is restricted.

LPB/2007/201: INDIANALAND

Councillor Henderson requested that staff ensure that the toddler area at Indianaland was kept segregated to ensure that older children do not enter.

RESOLVED: - Officers to advise staff to ensure that the toddler area in Indianaland is kept segregated to ensure that older children do not enter.

LPB/2007/202: HONORARIUM PAYMENT – CORPORATE VENDING

The General Manager asked the Board to consider that an honorarium be paid to one of the Recreation Assistants currently working with the Corporate Vending Staff. A business case was being put together to justify the establishment of this post on a full time basis. The need has arisen due to the additional responsibilities which Corporate Vending has recently taken on from Community Services and the daily post run. The honorarium, if approved, would be from Scale 1c (Point 10) to the first point on Scale 2 (Point 11), an increase of £85.61 gross per month or £70 net. He confirmed that there were adequate funds in the wages budget to cover the cost.

RESOLVED: - The Members approved the payment of a honorarium to one of the Recreation Assistants working with Corporate Vending, a rise to Scale 2 (Point 11), payable from 1 Sep 07. In respect of any additional costs associated with the extension of vending, so as to provide the service to Community Services, these costs would be met by Community Services.

LPB/2007/203: ACTING OPERATIONS MANAGER - DIIB

The Director of Leisure reported that the Leisure Park Board Staffing Sub Committee had considered the appointment of an Operations Manager for the facility. It was proposed to conduct an internal trawl of the Council staff with a view to appointing someone in an Acting Up capacity.

RESOLVED: - The Members approved the internal recruitment of an Operations Manager for DIIB; the successful candidate being appointed in an acting up capacity. This post to be reviewed subject to the outcome of the economic appraisal.

LPB/2007/204: REPAIRS TO LEISURE PARK FENCE

The Technical Manager reported that repairs had been made to the fence in the top field and that quotes were being sought to erect gates to prevent unauthorized access to the 2 fields behind the Ice Bowl.

Noted.

There being no further business, the meeting ended at 10.15 p.m.

CHAIRMAN

CHIEF EXECUTIVE