

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 21 April 2008 at 6.00 p.m.

PRESENT: J Bunting (in the Chair from 6.50 pm)

COUNCILLORS: J Beattie
D Drysdale
M Henderson (in the Chair until 6.50 pm)
M Long
G Robinson (until 8.30 pm)
J Spratt (from 6.50 pm until 7.30 pm)

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

APOLOGIES: Apologies were received from the Chairperson and Councillor Spratt who would be late on arrival to the meeting. Apologies were also received from Councillors Chambers, Hanvey and Alderman Robinson.

LPB/2008/66: MINUTES

The Director advised that the Chairman had requested that consideration of the minutes be deferred until later in the meeting, as she wished to be in attendance.

RESOLVED: - Members agreed that consideration of the Minutes be deferred until later in the meeting.

REPORT FROM THE DIRECTOR OF LEISURE SERVICES

LPB/2008/67: TRADING ACCOUNTS

The Business Manager took Members through the detail of the Provisional Year End Trading Accounts. She reported that an excellent operating surplus had been achieved for the year and in particular she drew Members' attention to the income for March, which had broken all previous records. The Officer updated Members on the trading surplus figure, but advised that although accruals had been built into the presented figures she anticipated there would be further outstanding expenditure still to be taken into account for the 2007/2008 financial year. She also advised that agreement had almost been reached with the Council's Insurance Company regarding the outstanding claim for business interruption insurance resulting from the recent brink leak within the ice rink and the subsequent period of closure, this figure has not

been included within the provisional trading accounts. She added that, to date, the income for April was also showing a slight increase on that of the previous year.

Members, again, congratulated the Director and her staff on the excellent trading figures and for their dedication and commitment in turning the facility around.

Noted.

REPORT FROM THE TECHNICAL MANAGER

LPB/2008/68: TECHNICAL SUPERVISOR; LEGIONELLA TRAINING

The Technical Manager outlined the details of a training course in relation to the control of Legionella.

RESOLVED: - Members agreed that the Technical Supervisor attend the Legionella Training Course, to be held in Belfast on 22 April 2008, at a cost of £300.00 + VAT.

LPB/2008/69: RETIREMENT

The General Manager advised that Mr John Spence was due to retire, after 22 years of service.

RESOLVED: - Members agreed that a letter should be sent to Mr Spence on behalf of the Board, thanking him for service to the Council.

LPB/2008/70: LEAK IN COOLER UNIT (report circulated at meeting)

The Technical Manager asked Members to note that a leak had been discovered emanating from the cooler unit that serves the CHP plant.

He advised that the cause of the leak was being investigated and undertook to advise Members of the cause and full details of the expected costs of repair at the next meeting of the Board.

Noted.

OPERATIONAL ISSUES DIIB

LPB/2008/71: SALE OF PLASTIC CHAIRS

The General Manager advised that Community Services had approached Leisure wishing to purchase 50 plastic chairs from their FY 2007/8 budget. He reported that the chairs would cost £16.44 new, Community Services had offered £10.00 each making a total sum of £500.00

The Officer continued that DIIB had more chairs than they required, a throw back from the time when there had been concerts held at the facility. He added that the chairs would only deteriorate in storage and should DIIB ever require them for another large event they could be borrowed back from Community Services.

RESOLVED: - Members granted retrospective approval for the sale of 50 plastic chairs at £10.00 each to Community Services.

LPB/2008/72: SUMMER SKATING SCHOOL

The General Manager advised that the Summer Skating School was scheduled to be held from 11 – 13 August, lasting 3 days. The School would be coached by Jenna McCorkell (British Champion) and her partner (6th in the world). The Dundonald Club who would be running the event would be paying for ice time, the Function Suite and nurse cover. Additionally they would be eating from the DIIB café. He reported that they had requested some exclusive free ice time to enable the guest coaches to practice on, to keep their skills honed, for the duration of their stay in Province (11-15 Aug 2008). He reported that he had suggested 6.00 – 7.00 am, prior to the school starting, and after 10.00 pm, this would mean no loss of income to the facility by interruptions to public skating. DIIB would benefit from good PR by having such accomplished skaters in the facility.

RESOLVED: - Members of the Board granted retrospective approval to give Jenna McCorkell and Kevin van der Perrin free exclusive ice time from 6.00 – 7.00 am and 10.00 – 11.00 pm over the period 11-15 August 2008, whilst in Northern Ireland to coach at the Summer Skating School.

LPB/2008/73: FUN VALLEY

The General Manager reminded Members, that at the March meeting, Members had directed him to sell the remaining inflatable equipment from Fun Valley to Community Services for the best price achievable (Minute ref: LPB/2008/56 refers). He reported that Community Services had since purchased the inflatable slide for £2000.00 (originally purchased for £4130.00). All proceeds would go back into the capital account. They 'wavy rapman' and trampoline remained unsold.

Noted.

LPB/2008/74: SUMMER OPENING HOURS

RESOLVED: - Members approved the following opening hours over the 12 July holiday period:

- Friday 11th July – close at 6.00pm
- Saturday 12th July – close all day

- Sunday 13th July - open as normal

LPB/2008/75: BEHAVIOURAL CODE

The Director of Leisure advised that due to a number of incidents recently across Leisure facilities a behavioural code had been drawn up, she drew Members' attention to a copy of this code.

The Director advised that the code was necessary so as to ensure that there was a formal and consistent approach adopted across all of Leisure and indeed the wider Council. She advised that this code was necessary to protect the council's staff but also give an assurance to customers that such behaviour would not be tolerated and dealt with accordingly. Any future incidents would be investigated by the Leisure Management Team who would have due regard to the Human Rights Act, Child Protection Policies and any other relevant council policies.

RESOLVED: - Members approved the Behavioural Code for implementation in DIIB.

LPB/2008/76: ULSTER SPORTS TRUST

The General Manager drew Members' attention to correspondence from the Ulster Sports Trust, in this Dame Mary Peters requested that the LPB consider sponsoring several events with all proceeds going to the Trust.

Members considered this request and agreed, with the proviso, that 5% of the proceeds should go to the Mayor's Charity.

RESOLVED: - Members of the Board agreed to sponsor the following events with 95% of the proceeds from the show going to the Ulster Sports Trust and the remaining 5% to the Mayor's Charity:

- (a) A 'Skate-a-thon' in May/June 2008 – Members granted free exclusive use of the ice for approximately 1 hour at a mutually suitable date and time;
- (b) An Ice Skating Show on the 2 April 2009 (provisional date) – Members granted free use of the ice time on that day and free use of the Function Suite to host a VIP Reception prior to the event;
- (c) Marketing and PR Support

LPB/2008/77: 'FANCY A QUICKIE' - MOBILES PHONE CHARGER POINT

The Director advised that a company had contacted Leisure Services regarding a proposal for mobile phone charging points in the Ice Bowl, she drew Members' attention to some informative literature. The Director stated that the proposal may in the future extend to other leisure facilities, but they wished to use the Ice Bowl as the pilot for such a service.

She detailed that the proposal was to locate the charging point in reception or the café area. Each charge session would take approximately 10 minutes at a charge of £1.00. The company 'Quickie Media' would provide all the necessary insurances and the proposed income sharing arrangement would be 80/20 in their favour.

Following a query, the Officer confirmed that the takings would be reconciled in accordance with the Council's internal controls. Quickie Media would assume responsibility for any damage and repair, which would take place on the next working day.

The Officer advised that the exact location for the point would be determined so as to promote secondary spend opportunities in the centre whilst a customer awaited their phone being charged. Equally the location would need to be highly visible.

Members requested an income split of 70/30 (in the company's favour).

It was therefore

RESOLVED: - Members approved the installation of the mobile phone charging station at DIIB on a trial basis, providing a 70/30 split in Quickie Media's favour was agreed.

ANY OTHER BUSINESS

LPB/2008/78: SOFT DRINKS TENDER

The Director advised that she had prepared a report to go to Council regarding the forthcoming tender for soft drinks, she advised that the Board had in the past facilitated this service and sought Members approval to proceed on the same basis.

RESOLVED: - Members granted the Director of Leisure authority to proceed to facilitate the service of soft drinks supply for the Council.

LPB/2008/79: CENTRAL PROCURMENT

The Director of Leisure advised that she was aware that it had recently been agreed at a meeting of the Council's Finance and General Purposes Committee to second a member of staff from Leisure Services and one from each of the other Directorates to deal with central procurement. The Director stated that she wished to voice her concern regarding this decision, she stated that whilst she understood the principle she felt it would simply not be practical to remove a member of staff from Leisure due to the dispersed nature of administrative support within Leisure, she added that in addition to this not all aspects of any one persons job within Leisure constituted just procurement.

She urged Members to consider this decision further as it would leave a great shortfall with regards to staffing within Leisure Services.

Members noted the Director's concerns.

Noted.

At this stage in proceedings the Technical Manager, Business Manager and Assistant Members' Services Officer left the meeting.

Councillors Bunting and Spratt entered the meeting.

LPB/2008/82: DIIB ECONOMIC APPRAISAL - PRESENTATION OF DRAFT ANALYSIS OF OPTIONS

At this stage in proceedings the Capital Projects Officer, Business Manager, Technical Manager and Assistant Members' Services Officer entered the meeting.

The Director advised that the Consultants had been invited to make a presentation in advance of their final report, to enable them to take into account any feedback from Board Members.

The representatives from FGS McClure Watters entered the meeting.

Mr Declan Mackin commenced the presentation by outlining the Terms of Reference. He then detailed the existing conditions to the site and referred to a location map following which he proceeded to outline the six possible options as follows:

- Option 01 – Do Nothing
- Option 2 – Essential Works Only
- Option 3 - Refurbish Existing facility
- Option 4 – New Build/Existing Provision
- Option 5 – Refurbish/Expanded Provision
- Option 6 – New Build/Flagship Facility

The representatives then addressed a number of queries from Members prior to leaving the meeting.

Following discussion it was

RESOLVED: - Members agreed that FGS McClure Watters should take the following into account when preparing their final document on the Economic Appraisal:

- (a) Option six – a new build flagship facility was their preferred option, although perhaps on a slightly smaller scale, the exact extent of the new build would need to be clarified further;

- (b) The possible consequences of the Review of Public Administration should be factored into the final appraisal;
- (c) Car park provision should be taken into account within the appraisal, including potential costs;
- (d) The possibility of including a swimming pool within the facility should be considered;
- (e) Members agreed to amend the scoring matrix by adjusting the weighting of particular parameters
- (f) The Consultants to be invited to attend the May meeting of the Board with their final appraisal report.
- (g) The Director of Finance to be requested to attend the May Board meeting to provide a financial perspective, with a view to drawing up a business plan to coincide with the Economic Appraisal.

LPB/2008/83: MINUTES OF THE LEISURE PARK BOARD MEETING

RESOLVED: - Members of the Board agreed that the Minutes of the Leisure Park Board meeting held on 31 March 2008, be accepted as a true and accurate record subject to

- Minute number LPB/2008/43 being reworded as follows:

“Discussion ensued regarding the protocol for the circulation of information to Board Members. The chair reinforced standing orders regarding the distribution of information to Members.”

Noted.

- Minute number LPB/2007/62
 - The removal of “unanimously” from the first line of the resolution
 - “break-in” being amended to read “break-even” in item (a) of the resolution

LPB/2008/84: MATTERS ARISING

The General Manager referred to minute no: LPB/2008/53. He advised that this minute had agreed that EGateways Ltd could establish internet facilities at two locations within DIIB. He advised that upon further investigation, Officers felt that the internet facility six month trial should proceed at the Alaska café location and possibly a secondary location but not at the expense of the air hockey machine currently in the bowling alley which would generate more income.

Noted.

There being no further business, the meeting ended at 8.55 p.m.

CHAIRMAN

CHIEF EXECUTIVE