

## **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 16 June 2008 at 6.00 p.m.

**PRESENT:** M Henderson (in the Chair)

**COUNCILLORS:** J Beattie  
B Hanvey  
M Long  
G Robinson (from 6.20 p.m. until 7.45 p.m.)  
J Spratt (from 6.20 p.m.)  
J White

**IN ATTENDANCE:** Director of Leisure, Director of Finance (until 7.25 p.m.), General Manager Leisure & Marketing, Business Manager, Technical Manager, and Assistant Members' Services Officer.

**APOLOGIES:** Apologies were received from Councillors Chambers and Drysdale.

### **LPB/2008/104: PRESENTATION ON AGENDA**

The Director sought permission to hear the presentation from FGS McClure Watters. She advised that they had been scheduled to make the presentation at Friday's meeting, however, due to unforeseeable circumstances they had been unable to attend.

**RESOLVED:** - Members agreed to hear the presentation from FGS McClure Watters on the Economic Appraisal as the first item of business.

### **LPB/2008/105: PRESENTATION FROM FGS MCCLURE WATTERS RE ECONOMIC APPRAISAL**

The Director reminded Members that the representatives from FGS McClure Watters had been invited back, in order that they could present their recommendations regarding the enhanced Option, which had been discussed at the previous meeting (Option 4A).

The Chairman welcomed the representatives from FGS McClure Watters to the meeting.

Mr Andrew Webb commenced the presentation by providing a brief outline of the previous presentation. Mr Ken Watt then provided a brief overview of the six options, which had previously been brought to the Board. He referred to

the enhanced Option 4A that had been requested at the previous Board meeting.

The representatives then addressed a number of queries from Members with regard to the additional costs associated with Option 4A and the potential income uplift prior to leaving the meeting.

At this stage in proceedings Members requested that the meeting go into 'Staff in Committee' and the Capital Projects Officer, Technical Manager, Business Manager and Assistant Members' Services Officer left the meeting.

### **STAFF IN COMMITTEE**

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

### **LPB/2008/110: MINUTES OF LEISURE PARK BOARD MEETING**

RESOLVED: - Members of the Board agreed that the Minutes of the Leisure Park Board meeting held on 19 May 2008 be accepted as a true and accurate record.

### **REPORT FROM THE DIRECTOR OF LEISURE SERVICES**

#### **LPB/2008/111: TRADING ACCOUNTS**

The Business Manager took Members through the detail of the trading accounts to the end of period 2. She reported that income figures for May were 11% behind the profiled budget, but added that expenditure in relation to the whole facility was down 8%.

The Officer advised that the month of May was notoriously a quiet month for the facility, however, this had been exasperated by the spell of good weather, exams and the 'credit crunch'. She added that income for the first 15 days of June was also showing a decline, compared to the same trading period the previous year.

The Business Manager highlighted that utility charges were now coming in over budget due to the recent price increases, particularly for gas, which, to date, was approximately 55% over budget.

She advised whilst the price increases were unavoidable she was working closely with the Technical Manager to investigate whether any efficiencies could be made in respect of usage. The Technical Manager is currently preparing a usage chart so actual usage can be closely monitored.

Members welcomed this and urged the Officers to ensure that this was being assessed Council wide and not just with utility services but also in respect of waste disposal.

Members welcomed the savings made by the Director of Leisure and General Manager in respect of security provision.

RESOLVED: - Members of the Board requested that Officers ensure that, where possible, efficiencies are made in respect of utility usage and waste disposal throughout the facility to reduce overheads.

## **OPERATIONAL ISSUES DIIB**

### **LPB/2008/112: MAYOR'S CHARITY BOWLING EVENT – 15 MAY 08**

The General Manager drew Members' attention to a breakdown of the costs incurred in hosting the Mayor's Charity Bowling Event. He reminded Members that at the February Board meeting (LPB/2008/36 refers), Members had agreed to finalise the grant to the charity following the event. He outlined that the total costs were £1340.08, and advised that in previous years the Board had awarded a grant of £1000.00

RESOLVED: - Members of the Board awarded a grant of £1000.00 towards the running costs of the Mayor's Charity Bowling Event.

### **LPB/2008/113: SUMMER SKATE SCHOOL**

The Director reminded Members that Dundonald Figure Skating Club were holding a summer skate school in August. The Board had previously been briefed on the proposal and the associated costs; but the coach had now made a further request regarding ice time. It had previously been agreed and approved that the 'school' would have dedicated ice pad time, this being 6.00 – 7.00 am and 10.00 – 11.00 pm for the practice associated with the school. Due to the 'off peak' time of these slots, no charge was to be levied for such use. The time now requested was 5.00 – 7.00 pm on each of the days. The coach felt that the late night slot, coupled with the early morning slot would not be conducive for her students.

At this stage in proceedings Councillor Robinson left the meeting.

The Director advised that the 5.00 – 7.00 pm slot would be considered a more viable time for the core business of DIIB and the cost associated with this slot for the 3 days was in the region of £1245.50.

Members expressed concern that agreeing to such a request could set a precedent. Following discussion Members felt that a compromise could be achieved and suggested that the organisers be advised that it may be possible to obtain sponsorship from Coca Cola for the associated costs.

The Director also asked if Members wished to host a small reception to welcome the coach and her party to Northern Ireland.

Members felt that in light of the fact that Jenna McCorkill had a long association with DIIB and that it was encouraging to see her return to her home rink it would be appropriate to host a small reception.

Councillor Spratt suggested that the Acting PR & Marketing Manager should be appointed to liaise with the PR representative of the Summer Skate School in order to ensure that local publicity was maximized.

RESOLVED: - Members of the Board agreed that the Director should advise the organisers of the summer skate school

- (a) to formally decline the offer of the free of charge slots (6.00 – 7.00 am and 10.00 –11.00 pm) if they did not wish to avail of them;
- (b) that the requested slot times of 5.00 – 7.00 pm on each of the requested days would be available at a cost of £1245.50, given that this would be during core business time for the ice rink;
- (c) that it may be possible for to obtain sponsorship from Coca Cola to offset the costs;
- (d) that the Board would be willing to host a small welcoming reception to mark the event, provided that DIIB had PR rights for the event.

**LPB/2008/114: POTENTIAL SPORTING BURSARY OR SPORTING EXCELLENCE AWARD**

The Director advised that she had been in contact with a local business that was interested in supporting ‘sport’ across the Borough. She detailed that as Members would be aware the CSDA exists for supporting local individuals and organizations in the infancy of their development. This proposal was hopeful of having an association with DIIB specifically and may even cross the boundaries of the Borough. She reported that the proposal was not as yet finalized nor formalized, however, she was keen to receive Members’ views on such a proposal at this stage. She stated that such an award would be an excellent opportunity for DIIB to benefit from the marketing and profiling side of the award.

She advised that the proposal was still tentative until such times as a firm proposal was made and undertook to update Members when more information became available.

Noted.

**LPB/2008/115: SIGNAGE AT SITE**

The Director advised that as agreed at the May Board meeting the hotel site had been placed back on the market, arrangements had been made for the necessary signage to be erected (LPB/2008/97 refers). A public advertisement had also been placed in the Belfast Telegraph for Thursday 12

June 2008. She reported that whilst no specific budget existed for the costs associated with this advertising, these would be capitalised in the short term and off set against the land sale upon completion.

Noted.

#### **LPB/2008/116: ROUNDABOUT ADJACENT TO LEISURE PARK**

The Director drew Members' attention to a letter of thanks, which the Chief Executive had forwarded to Turkington Holdings Ltd for their sponsorship of the roundabout at the entrance to the facility.

Councillor White advised that the road markings on the mini roundabout within the facility had worn off and required replacing.

RESOLVED: - Members of the Board requested that the Technical Manager arrange to have the road markings on the mini roundabout within the facility renewed.

#### **LPB/2008/117: CRIMESTOPPERS**

The General Manager advised that he had been approached by the charity 'Crimestoppers' with a view to joining a scheme, with around 100 other ten pin bowling alleys across the UK, to promote 'Crimestoppers'. Throughout the month of July any bowlers at participating alleys who score 111 will win a free game and will be entered into a grand final. This would take place at a discretionary date in August and the bowler who scores closest to 111 on that occasion would win (with a selection of other prizes available). He stated that this represented a good opportunity to promote Crimestoppers and its core messages to local communities and families and added that it also had potential PR value for the Ice Bowl with photo-calls for the winners.

RESOLVED: - Members of the Board authorised DIIB's participation in the Crimestoppers 'ten pin bowling' campaign for the month of July 2008 (final in August) and agreed that they could assist in promoting the event and in the provision of suitable prizes.

#### **LPB/2008/118: PURCHASE OF NEW TENPIN BOWLING PINS**

The General Manager advised that in preparation for the forthcoming Triple Crown and Commonwealth Games bowling events later in the year, he wished to purchase 20 lanes worth of new bowling pins at a cost of £3300.00 from the sole provider – AMF. He reported that there was sufficient budget to cover this purchase and confirmed that these pins could be used at any new facility in the future, so it may be possible to capitalize this cost.

RESOLVED: - Members approved the purchase of 20 lanes worth of tenpin bowling pins at a cost of £3300.00 from the sole provider AMF. The cost was to be capitalized if permissible.

**LPB/2008/119: CORPORATE VENDING**

(Supplementary report circulated at meeting)

The General Manager advised that a sub-committee of the Leisure Park Board had met on Friday 13 June 2008, to hear presentations from several companies wishing to bid for the Corporate Vending contract for the supply of cold drinks. He reported that the meeting had been inquorate throughout several of the presentations; therefore, he and the Director had prepared the above report detailing their recommendations based on the information supplied at the presentations.

He reported that BUNZL had failed to show for their presentation, and they had subsequently sent an e-mail by way of apology, advising that they wished to withdraw from the running.

Presentations had been heard from the remaining three Companies

1. Coco Cola
2. Britvic
3. GlaxoSmithKline

The General Manager advised that following detailed analysis and consideration of the presentations by himself and the Director, they were making the following recommendation to Members:

- GlaxoSmithKline should be eliminated from further consideration for the following reasons
  - (i) The product range was limited and could not match the other competing companies;
  - (ii) The retail price of the products was significantly higher than the other competing companies and it was felt that the majority of the customer base would be unable to support higher prices – thus the effect on turnover and profit;
  - (iii) The prices/cost to the Council were to be increased in January 2009 and there was no guarantee of future discounted prices – either fixed or discounted rate;
  - (iv) The company had chosen just five sites and appeared not to be interested in the other seven locations;

Members considered the Officer's recommendations and it was subsequently

RESOLVED: - Members of the Board authorised that

- (a) based on the recommendation from Officer's that GlaxoSmithKline be eliminated from further consideration;
- (b) Officers proceed to seek further clarification on a number of issues with the remaining two companies. A special Leisure Park Board Meeting would convene, if second presentations from Coca Cola and Britvic

were deemed necessary, to ensure that the contract is awarded as soon as possible after July 2008.

### **ANY OTHER BUSINESS**

#### **LPB/2008/120: EXPRESSIONS OF INTEREST – RETAIL OUTLET**

The General Manager advised that sealed bids had been invited for the retail unit within the Ice Rink, however, none had been received by the deadline.

He advised that an advertisement was to be placed for expressions of interest for the Polar Bear Party Room and it was his intention to seek expressions of interest for the retail unit again at this stage and possibly at a reduced price.

**RESOLVED:** - Members of the Board agreed that the General Manger should proceed to advertise for expressions of interest for the Polar Bear Party Room and retail unit within the Ice Rink at a reduced price.

There being no further business, the meeting ended at 8.10 p.m.

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**CHAIRMAN**

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**CHIEF EXECUTIVE**