

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 20 October 2008 at 6.00 p.m.

PRESENT: J Bunting (in the Chair)

ALDERMEN: J White

COUNCILLORS: Mrs A M Beattie
J Beattie
G Robinson

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

APOLOGIES: Apologies were received from Councillors Hanvey, Long, Henderson and Alderman Mrs Robinson.

LPB/2008/188: MINUTES OF LEISURE PARK BOARD MEETING

It was proposed by Councillor Robinson and seconded by Councillor White that

RESOLVED: - the Minutes of the Leisure Park Board meeting held on 15 September 2008 be accepted as a true and accurate record.

LPB/2008/189: PREVIOUS MEETINGS

The Chairman apologised to Members that due to work commitments she had unfortunately been unable to attend the last two meetings of the Leisure Park Board. She thanked the Vice Chair for chairing the meetings in her absence.

Noted.

REPORT FROM THE DIRECTOR OF LEISURE SERVICES

LPB/2008/190: TRADING ACCOUNTS

The Business Manager took Members through the detail of the trading accounts to the end of period 6. She reported that whilst income for the month of September was 12% behind the profiled budget a corresponding favourable variance in relation to expenditure had offset this position and the facility remained slightly ahead of the year to date profiled net position. The Business Manager reported that she had carried out an exercise to establish the projected year end position in view of the falling income trend due to the

current economic climate. She informed Members that should income continue on its current trend the facility will come in substantially over budget.

She updated Members on the current overspend in gas costs, which were unavoidable due to the recent price increases. The Business Manager assured Members that management were taking a proactive approach and were closely monitoring all expenditure throughout the facility to make financial savings where possible, including a reduction in the hours of casual staff.

On a positive note, she reported that the trading figures for the first three weeks in October had shown an increase on those of the same period for the previous year.

Noted.

LPB/2008/191: COPYRIGHT PERFORMING RIGHTS

The General Manager advised that a provision had been made in the estimates of £5,175 for 08/09 to cover provision of a Performing Rights Society (PRS) licence and a Phonographic Performance Limited (PPL) licence, both licences were required in order to provide music throughout the facility.

He reported that a change to the tariff payable to PRS in relation to a skating rink has resulted in an underpayment in 07/08 of £5,186.70. The tariff for 08/09 has been calculated at £7,800.72. Therefore the total amount payable was £12,987.42.

He advised that PPL charges for 08/09 had also been charged to this budget – which amounted to £706.61.

The Officer advised that the total amount payable within the 08/09 financial year from this budget was £13,694.03. This would therefore result in an overspend in the above budget of £8,519.03. He reported that compensating under spends had been identified to ensure DIIB Central Support remained on budget.

Members expressed concern at the increase in price. The Business Manager advised that this figure had originally been much higher as it was now charged at 1% of the gross receipts for the facility; she advised that she had carefully analysed the bill and removed and charges for events where music had not been played which had greatly reduced the charge being levied.

Following a query Officers confirmed that sufficient checks were now in place to ensure that oversights with regards to such payments were no longer possible.

Noted.

REPORT FROM THE ACTING PR & MARKETING MANAGER

LPB/2008/192: COMMONWEALTH TENPIN BOWLING CHAMPIONSHIP

(Presented by the General Manager)

The General Manager advised that the opening ceremony for the Commonwealth Tenpin Bowling Championship was scheduled to take place on Sunday 23 November at 2.00 pm. The ceremony would take place in the bowling centre and would be followed by a civic reception in the Hanwood Suite. The cost of the reception would be absorbed from the civic budget.

He reported that a total of 18 teams from the Commonwealth had confirmed their participation, including nations from as far away as Australia and Barbados. Invitations to the event were being issued by the Civic Department. The NITBF were hoping to secure the attendance of the Northern Ireland Sports Minister and a number of key personnel from the Commonwealth Games Federation.

Entertainment would be provided on the lanes to display a snapshot of the culture from Northern Ireland. The cost of the entertainment would be absorbed by DIIB.

Noted.

LPB/2008/193: PROMOTIONS

The General Manager drew Members' attention to several promotions to encourage footfall within the centre. These included an eleven plus promotion and ice-skating and bowling promotion.

RESOLVED: - Members of the Board agreed

- (a) to approve the outlined eleven plus promotion which includes a 2 for 1 ice skating session or bowling session for £2.50 per person for primary seven pupils completing their final examination;
- (b) to approve the outlined promotion from Sunday – Thursday (during the day and evening), offering one ice skating session and one bowling session for £7.00.

LPB/2008/194: FAMILY FUN SESSION

The General Manager reported that a new family fun session would commence in the ice rink on Saturday 18 October to substitute the Polar Bear Kids Club. The family fun session would run every Saturday morning and would include a DJ session with games, competitions and quizzes on the ice.

Noted.

LPB/2008/195: CHRISTMAS DECORATIONS

The General Manager advised that that it was proposed to erect the centre's Christmas decorations on Monday 3 November 2008, to ensure that the decorations were displayed prior to the Commonwealth Tenpin Bowling Championship.

RESOLVED: - Members of the Board approved the erection of the Christmas decorations within the centre from Monday 3 November 2008, prior to the Commonwealth Tenpin Bowling Championships.

OPERATIONAL MATTERS

LPB/2008/196: DAVID LLOYD LEISURE

The Acting Director of Leisure drew Members' attention to correspondence received from Tughans detailing the matter of a new charge against David Lloyd with the Bank of Scotland. She continued that as previously reported the Bank of Scotland took charge of the property upon the sale to London and Regional Holdings Limited. She continued that the Council's legal representatives now required authority to be able to indicate that the council was willing to consent to the creation of this Charge.

RESOLVED: - Members of the Board granted authority to the Council's legal representatives, to proceed with the creation a new charge against David Lloyd with the Bank of Scotland.

LPB/2008/197: COUNCIL ATTENDANCE POLICY

The General Manager advised that a revised attendance policy had been issued to all council staff last month. He continued that there were several areas of the policy that would create operational problems for leisure management. Therefore some of the wording required modification in order to facilitate the Leisure Services directorate. The General Manager fully appraised Members of the areas of concern and it was

RESOLVED: - Members of the Board approved the modified wording of the Attendance Policy in relation to the Leisure Service directorate.

LPB/2008/198: RECEPTION FLOORING

The General Manager advised that quotations had been received for the replacement flooring at DIIB reception, which he detailed.

- Martin Phillips - £4700.00 + VAT
- Anchor Flooring - £7301.00 + VAT
- W J Compton - £7650.00 + VAT
- Forsythe Flooring - £7296.00 + VAT

Martin Phillips provided the cheapest quote of £4700.00 + VAT. However, since this quotation they had also sourced a higher grade flooring than that originally quoted for,

at an additional cost of £450.00 + VAT. He advised that Officers felt that this high grade would be the better option. Work was scheduled to commence on the week beginning 3 November 2008.

RESOLVED: - Members of the Board granted approval for the purchase of the higher grade flooring, for the reception area at DIIB, from Martin Phillips at a cost of £5150.00 + VAT.

LPB/2008/199: CHRISTMAS LIGHTING

The General Manager advised that it was management's intention to switch the Christmas tree lights on once the decorations had been erected, in order to maximize the commercial impact. This would not be in conjunction with the Civic tree lighting ceremony.

Noted.

LPB/2008/200: SPECIAL NEEDS BOWLING TOURNAMENT

The General Manager reported that the annual special needs tournament was scheduled to take place on the 23 October. Costs of approximately £159.00 for the event would be met by DIIB.

Noted.

ANY OTHER BUSINESS

LPB/2008/201: BELFAST GIANTS CORPORATE EVENING

The Acting Director of Leisure reported that the first event had been held on Saturday 18 October 2008. She continued that the next event was scheduled for Saturday 20 February 2009. The Acting Director urged Members to give careful consideration as to who should be invited to the next event and it was agreed that this would be discussed further at the November meeting.

The Chairman advised that this was a corporate event which could be used as a means of entertaining existing and potential new business contacts, she continued, however that if there was not sufficient interest Members should give consideration as to whether this event should proceed.

RESOLVED: - Members agreed that the Belfast Giants Corporate evening, scheduled to take place on 20 February 2009, would be discussed further at the November meeting of the Board.

LPB/2009/202: PERSONAL CHEQUES

The Acting Director of Leisure advised that the facility would no longer be accepting personal cheques, with effect from 1 Nov 08.

Noted.

LPB/2009/203: FAMILY APPEAL

The Acting Director advised that DIIB would again be acting as a collection point for the Christmas Family Appeal.

Noted.

LPB/2009/204: DAILY EXPRESS

The General Manager advised that DIIB management had been approached by the Daily Express, requesting that the facility participate in a 2 for 1 ice skating promotional package that they would be running from 29 November – 2 January 2009.

Members agreed that it would be worthwhile participating in this promotion and requested that management try to secure names and addresses from customers presenting the vouchers, which could be used for future promotions by DIIB.

RESOLVED: - Members granted authority for DIIB to participate in a 2 for 1 ice skating promotional package being run by the Daily Express from 29 November – 2 January 2009.

LPB/2008/205: BANGOR ICE SKATING CLUB – RESCHEDULING OF CLUB TIMES

The Acting Director of Leisure advised that as previously reported the rescheduling of club slots was ongoing. She reported that Bangor Ice Skating Club had been rescheduled as a result of this review, they had initially indicated their willingness to the proposed changes but had since forwarded a letter of complaint to the Chief Executive.

The Acting Director advised that she would be responding to their letter.

Noted.

LPB/2008/206: LESSONS PROGRAMME

The General Manager reported that at present there was great demand for ice skating lessons but unfortunately there was a shortage of trained coaches to take the training.

He continued that one of the casuals who worked at DIIB held level one of the training and now wished to proceed to level two. Whilst it was not usual Council policy to train casual staff, management recommended that this individual be trained as there would be a quick payback once she would start to coach for the lessons programme. Whilst training for Level 2 status (approximately 6 months), she would not be paid for coaching but DIIB would fund the cost of her travel and accommodation at residential courses in GB and her registration fee.

The General Manager clarified that the individual would remain as a Member of DIIB staff and should she leave, a claw back for the training costs would apply in line with the Council's policy.

Following discussion it was

RESOLVED: - Members of the Board granted authority for the aforementioned casual member of staff to proceed to level two of her coaching training, at an approximate cost of £500.00. Should the individual leave the Council's employment a claw back for the training costs would apply in line with the Council's policy.

LPB/2008/207: MARKETING STUDENT

The General Manager reported that he had received a request from a marketing student requesting a twenty day placement.

RESOLVED: - Members granted permission to appoint the aforementioned marketing student for a placement lasting 20 days to work on planned events.

LPB/2008/208: CLEANER

The General Manager advised that due to the reduction in one cleaner's hours due to ill health from 37 – 25 hours per week there was now a need to create a new post for 12 hours per week.

RESOLVED: - Members granted authority to proceed with the recruitment of a new cleaner post for 12 hours per week.

LPB/2008/209: SKATING AIDS

The General Manager reported that the trial of the penguin skating aids had been successful and it was

RESOLVED: - Members approved the purchase of 12 Penguin skating aids at a cost of £3848.00 from the Britvic marketing support budget.

There being no further business, the meeting ended at 7.00 p.m.

CHAIRMAN

CHIEF EXECUTIVE

