

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 15 September 2008 at 6.00 p.m.

PRESENT: M Henderson (in the Chair)

ALDERMEN: J White

COUNCILLORS: Mrs A M Beattie
J Beattie
B Hanvey
M Long
G Robinson
J Spratt (from 6.10 p.m.)

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

APOLOGIES: An apology was received from Councillor Bunting.

LPB/2008/167: MINUTES OF LEISURE PARK BOARD MEETING

It was proposed by Councillor Henderson and seconded by Councillor J Beattie that

RESOLVED: - the Minutes of the Leisure Park Board meeting held on 18 August 2008 be accepted as a true and accurate record.

MATTERS ARISING

LPB/2008/168: CORPORATE BOX

Further to discussion at the previous meeting the General Manager confirmed that he had since investigated the cost of hospitality. He advised that a buffet and small drinks reception would cost in the region of £332.00. The Director of Finance had advised that there was no corporate hospitality budget which could meet the cost of this. He had suggested that it could be costed to DIIB's corporate budget but that it would create an overspend.

Few Members were actually available on the date in question. Members discussed the possibility of Britvic sponsoring this event and following discussion it was

RESOLVED: - Members of the Board

- (a) requested that the General Manager liaise with Britvic to establish if they would be willing to sponsor this as a corporate event. In the event that they were, representatives from Britvic, together with Board Members and their partners should be invited. If numbers permitted, consideration should also be given to staff members;
- (b) In the event that Britvic were not in a position to offer sponsorship that the event be marketed as a corporate event with invitations being extended to business contacts and costs being met by DIIB.
- (c) As time was short, the final list of attendees would be decided by the Director of Leisure.

REPORT FROM THE DIRECTOR OF LEISURE SERVICES

LPB/2008/169: TRADING ACCOUNTS

The Business Manager took Members through the detail of the trading accounts to the end of period 5. She reported that despite the overall trading result for the month of August being 8.7% behind the profiled budget, the facility remained ahead of budget in year to date terms.

The Officer highlighted a current overspend compared to budget of 57% in relation to gas costs, but added that expenditure across the whole facility was being closely monitored.

As previously reported there was an under achievement in vending income, she stated that a misposting had been identified which would improve the situation.

Noted.

REPORT FROM THE TECHNICAL MANAGER

LPB/2008/170: DIIB RECEPTION FLOORING (presented by the General Manager)

The General Manager reported that flooring contractors had recently surveyed the floor of the reception area and had identified a range of proposals. He stated that the Technical Manager was still awaiting some quotations but advised that to replace the flooring with a vinyl alternative, was going to cost in the region of £10,000.00 + VAT

Members discussed the possibility of carpeting some of the area in an attempt to reduce the cost.

RESOLVED: - Members of the Board granted

- (a) authority to proceed with replacement of the floor covering at the reception area with vinyl or a vinyl/carpet combination;

- (b) Officers authority to liaise with the flooring contractors to achieve a cost effective outcome, with expenditure to be no more than £10,000.00 + VAT.

REPORT FROM THE ACTING PR AND MARKETING MANAGER

LPB/2008/171: PRICING BOARD

The General Manager advised that following a review of the current pricing board, staff proposed to implement a number of amendments to simplify the board and offer a clear discount for group bookings.

He then detailed the proposed changes to Members and drew their attention to a copy of the proposed new board and it was

RESOLVED: - Members of the Board approved the new pricing board as detailed by the General Manager.

LPB/2008/172: HALLOWEEN

The General Manager referred Members to the Acting PR & Marketing Manager's report, which provided a comprehensive breakdown of expenditure in relation to the marketing promotions being undertaken to promote the Halloween events. The Officer reminded Members that some of this expenditure had previously been approved at the August meeting of the Board, minute ref LPB/2008/149 refers.

Noted.

LPB/2008/173: YOUTH ORGANISATIONS

The General Manager advised that in order to attract youth organisations, it was proposed to target groups across Northern Ireland with the new group rates, which had just been detailed. He continued that management felt that groups should be offered a further discount, for booking multiple activities between September 2008 and January 2009.

RESOLVED: - Members of the Board approved the implementation of a multiple activities promotion for groups (15 people plus) between September 2008 and January 2009, at a cost of £7.00 for two activities and £10.00 for 3 activities.

LPB/2009/174: SHOPPING CENTRES PROMOTIONS

The General Manager detailed the shopping centre promotions that had been scheduled for September and October 2008.

Noted.

REPORT FROM THE GENERAL MANAGER

LPB/2008/175: ICE SKATING AIDS – PENGUINS

The General Manager showed Members a children's ice skating aid, in the shape of a penguin, which had been sent across from GB on a free trial basis. He continued that it was his intention to avail of this time to have it assessed in terms of robustness, H&S issues, and marketability amongst other things. The penguins would be a means of encouraging younger children to ice skate or give confidence to those just beginning. Each penguin would cost approximately £320.00 (includes shipping but excludes VAT) – total cost for 12 - £3848.00. The Officer continued that Britvic had indicated that they would be content for the cost of the penguins to be met from their marketing support budget.

RESOLVED: - Members agreed, subject to a successful trial, to approve the purchase of 12 Penguin skating aids at a cost of £3848.00 from the Britvic marketing support budget.

LPB/2008/176: ICE SKATES

The General Manager reminded Members that they had previously been notified in January 2007, of the need to update the aging stock of ice skates. The Board had agreed to replace them gradually rather than all at once. He continued that permission was now being sought to replace 46 pairs of skates, at a cost of £45.50 a pair plus laces – total cost £2218.50 (excluding VAT). He advised that there was sufficient budget to cover this cost.

RESOLVED: - Members of the Board approved the replacement of 46 pairs of ice skates and laces at a cost of £2218.50 + VAT.

LPB/2008/177: ADVERTISING TRAILER

The General Manager advised Members that he wished to purchase an A-frame advertising trailer to advertise the Council's leisure facilities. The trailer would be placed at strategic sites to maximize the attention of passing traffic. Quotations were being sought, however the trailer would cost approx £750.00. Additional costs would include a tow bar for the Corporate Vending van and anti theft wheel locks. He reported that the PSNI and Planning Officer were currently being consulted regarding where such a trailer could be located. The Officer continued, that even if restricted to Council land, he felt this would still offer an excellent advertising opportunity. He reported that approximately £1000.00 had been set aside from the last marketing support budget to fund this project.

The advertisements themselves would cost approximately £300.00 for 2 panels, plus graphic design costs. Each facility would have 2 or 3 seasonal advertising sets made up. The cost would be met from the new marketing support budget.

Councillor Hanvey queried whether it would be appropriate for the Council to purchase such a trailer, in view of the opposition that they had raised to the use of these in the past.

Councillor Spratt concurred and outlined his concerns in detail, making particular reference to the planning issues associated with these trailers.

The General Manager advised that he felt that this would be a useful marketing tool, even should it be restricted to Council land.

Following discussion it was

RESOLVED: - Members of the Board requested that the General Manager investigate the proposal to purchase an advertising trailer further and table a list of proposed locations which could be used at the next meeting for consideration.

LPB/2008/178: NATASHA'S JOURNEY OF HOPE

The General Manager drew Members' attention to a thank you letter from the organisers of a charity ice hockey match held to support Natasha's Journey of Hope.

Noted.

LPB/2008/179: BELFAST GIANTS – CORPORATE BOX

The General Manager asked Members to give some consideration to the date for the post Xmas corporate box and referred them to a schedule of matches. He reported that the Giant's Manager had recommended the February matches to the Board.

Members perused the list of matches in February and it was

RESOLVED: - Members of the Board requested that the General Manager reserve a 28 seat Corporate box in the Odyssey, on Friday 20 February 2009, for the Belfast Giants v Sheffield ice hockey match.

LPB/2008/180: NISA MEETING

Management sought permission to send one manager to London, on Wednesday 8 Oct 2008, to meet with NISA and ice rink managers from throughout the UK to review the current NISA Licensed Coaching Scheme. The Officer reported that this meeting would deal specifically with H&S and insurance matters, and a number of new initiatives going forward particularly the development of Skate UK.

RESOLVED: - Members of the Board granted authority for one manager to attend a meeting with NISA in London on Wednesday 8 October 2008.

LPB/2008/181: MARKETING DEPT – AGENCY STAFF

Management sought permission to recruit one marketing officer (Scale 5), from an agency, due to the long-term shortage of staff in the Marketing Dept. It was confirmed that there was sufficient budget to cover this cost.

RESOLVED: - Members approved the recruitment of one agency marketing officer (Scale 5) for the Marketing Dept.

LPB/2008/182: MARKETING DEPT – HONORARIUM PAYMENT

The General Manager sought permission to pay the Marketing Administrative Officer an honorarium to the first point on Scale 4, during the absence of the PR Assistant.

RESOLVED: - Members of the Board approved:

- (a) the payment of an honorarium to the first point on Scale 4 for the Marketing Administrative Assistant.
- (b) that this honorarium be granted again once the PR Assistant went on maternity leave later this year.

LPB/2008/183: RESCHEDULING OF ICE TIME

The General Manager advised that further to previous discussion on this matter management had recently undertaken a thorough review of ice time. He reminded Members that the Board had already been advised, that such moves may not be universally accepted by those whom it would impact upon, however the proposed moves had now been accepted by the clubs affected.

The Officer then detailed the recommendations for stage one of this review and it was

RESOLVED: - Members of the Board approved the following 3 actions:

- (a) Moving the Bangor Ice Skating Club from 1215-1315 hrs on Saturday to 1715-1815 hrs on Saturday. This move would free up the more popular lunchtime period for public skating, whilst accommodating the Bangor Ice Skating Club at a time when the facility was less busy. This would be effective from Saturday 4 October 2008.
- (b) Giving the Belfast Junior Giants ice time from 1645-1945 hrs on Sunday. This move would accommodate the Belfast Junior Giants quest for ice time to play competitive matches whilst utilizing a relatively quiet Sunday period. This would be effective from Sunday 5 October 2008.
- (c) Increase the charge to both clubs from £110 + VAT per hour to the prime rate of £150 + VAT per hour. The implementation of this price

rise to be deferred until 1 January 2009 for the Bangor Ice Skating Club, given that they had been displaced.

ANY OTHER BUSINESS

LPB/2008/184: LEGAL FEES

The Director of Leisure drew Members' attention to the details of a legal bill in respect of the proposed sale of the hotel site. This bill had been forwarded to the Board following discussion at a recent meeting of the Central Services Committee.

Councillor Spratt advised that an issue had arisen as to whether each directorate held an individual budget for legal issues, and if so, it had been felt that this expense should be met by DIIB.

The Director confirmed that DIIB held a very small budget for legal matters but that this had already been exhausted for preparation of internal leases for the retail unit/Choc o bloc and preparation of new booking form documentation.

It was therefore

RESOLVED: - Members of the Board requested that the legal bill in respect of the proposed sale of the hotel site, be forwarded back to the Central Services Committee, for payment advising that whilst DIIB did have a small legal budget it had already been exhausted.

LPB/2008/185: CHRISTMAS DECORATIONS

The Director sought Members permission to proceed with the erection of Christmas decorations, to prepare for the forthcoming Bowling Championships being held at the facility in November.

RESOLVED: - That the Christmas decorations at DIIB be erected following Halloween, in readiness for the Commonwealth Bowling Championships in November.

LPB/2008/186: CATERING OPERATIONS

The Director advised the DIIB was facilitating catering at the Golf Club to honour bookings associated with use of the conference facilities. Such bookings had an income stream and therefore the provision of the service should be at no cost to DIIB.

Noted.

LPB/2008/187: JOB EVALUATION

The Director advised that the cost of the recent revaluation of three positions would be absorbed by the DIIB revenue budget after HR confirmed that no

central provision for backdated pay existed. This had already been absorbed and was reflected in the figures tabled to members at tonight's meeting

Noted.

There being no further business, the meeting ended at 7.15 p.m.

CHAIRMAN

CHIEF EXECUTIVE