

CONSTITUTION – PART 5 – TABLE 5.07

LEISURE AND CULTURE			
1. <u>Leisure - General</u>			
Subject	Detail	Delegated by:	Delegated to:
Allotments – Notices to Quit, etc.	To sign notices to quit and tenancy agreements relating to allotments	Executive Committee.	Head of Leisure and Cultural Services / Head of Environment
Play Areas	Day-to-day management of play areas	Executive Committee	Head of of Leisure and Cultural Services
Arrow Valley Lake - Fishing	To negotiate additional fishing matches at the Arrow Valley Lake during existing off-peak and under-utilised periods.	Executive Committee	Head of Leisure and Cultural Services
Forge Mill / Bordesley Abbey Visitor Centre	Day-to-day operation and normal lettings in respect of the Forge Mill Museum and Bordesley Abbey Visitor Centre.	Executive Committee	Head of Leisure and Cultural Services
Circuses / Fairs / Fetes / Rallies, etc	Applications, and negotiation of charges for, use of Leisure facilities and open spaces for circuses, fairs fetes, rallies, tournaments and display purposes, where Committee approval has been given in previous years and where any necessary planning permission, and/or relevant licence, has been obtained.	Executive Committee	Head of Leisure and Cultural Services
Annual Events	To approve the use of facilities for various annual events.	Executive Committee	Head of Leisure and Cultural Services, or other appropriate Head of Service

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Sports Development	Day-to-day operation of Sports Development, and the setting of fees and charges for their activities.	Executive Committee	Head of Leisure and Cultural Services
Play Areas – Representations	To determine representations (retrospective or otherwise) received which fall within the standards and policies to be applied for play areas within residential estates and that in all other cases they be referred to the Executive Committee for consideration.	Executive Committee	Head of Leisure and Cultural Services
Off-Peak Charges at Sports Facilities	To negotiate off-peak charges for specific amenity events at Sports Centres	Executive Committee	Head of Leisure and Cultural Services
Varying Charges	To vary charges at Leisure Facilities, in response to additional competition, to a maximum of 30% above or below the charge.	Executive Committee	Head of Leisure and Cultural Services in consultation with the Chief Executive
Varying Charges II	To vary fees and charges in accordance with market conditions	Executive Committee	Head of Leisure and Cultural Services
Palace Theatre / Arts Development / Negotiation of Fees	Day-to-day operation of the Palace Theatre and Arts Development function; normal lettings and negotiation with artists and organisations of performing fees where appropriate.	Exec	Head of Leisure and Cultural Services
Bank Holiday Closures	To determine dates for the closure of recreational facilities for the Christmas and New Year Holidays.	Exec	Head of Leisure and Cultural Services

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Subject	Detail	Delegated by:	Delegated to:
Community Meeting Rooms	Normal lettings and day-to-day operation, in consultation with various Management Committees (where applicable), of the Community Meeting Rooms.	Executive Committee	Head of Leisure and Cultural Services
Promotions – Short-Term / One-Off	To approve and implement short-term and one-off promotions at all Sports and Leisure facilities.	Executive Committee	Head of Leisure and Cultural Services
Roundabout Sponsorship	To agree sponsorship fees with a maximum of 20% plus/minus variance of approved charges	Executive Committee	Head of Leisure and Cultural Services following consultation with the appropriate Portfolio Holder

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2. <u>Civic Suite Hire</u>			
Subject	Detail	Delegated by:	Delegated to:
Fees & Charges	To set charges in respect of the Civic Suite and to vary fees and charges set by the Council, in response to commercial considerations, in the light of experience of the new charges.	Executive Committee	Director of Leisure Cultural and Community Services, in consultation with Chief Executive
Bookings	Subject to the agreed policies of the Council, to accept bookings of the Town Hall Civic Suite.	Executive Committee	Director of Leisure Cultural and Community Services, in consultation with Portfolio Holder
Concessionary Use	To agree requests for concessionary use of the Civic Suite.	Executive Committee	Head of Leisure & Cultural Services and his/her authorised Managers, in consultation with relevant Portfolio Holder.