

**MINUTES OF THE PARISH COUNCIL JUBILEE PARK MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 13 APRIL 2011 AT 7.00 PM IN THE COUNCIL CHAMBER STANHOPE AVENUE**

**PRESENT**

Councillors: D Clarke (Chair), J Nelstrop, D Hill,

Non Councillors: B Chapman, C Leyland, A Turner, M Hinds, J Meller, J Stanhope, S Bark and K Barr

**IN ATTENDANCE**

C Bennet, R Goodyear, A Bushell (Parish Clerk) and 3 members of the public

**6350 CHAIRMAN'S REMARKS**

The Chair (Cllr Clarke) explained the status of the committee and informed the meeting that the Parish Council had elected him as Chairman of this committee until after the 5<sup>th</sup> May elections when the new council would be in office. The Committee would be reconstituted at the Annual Parish Council meeting on 17<sup>th</sup> May and the Parish Council would choose the Chairman of the committee again from that date.

**6351 TO CO-OPT MEMBERS ONTO THE COMMITTEE**

The Parish Council members were Cllr Hill, Cllr Nelstrop, Cllr Clarke and Cllr Midgley.

It was proposed, seconded and RESOLVED that the following people would be co-opted as voting members:-

Graham Keegan  
Andrew Turner  
Barry Chapman  
Craig Leyland  
Kim Barr  
Michael Hinds

It was proposed, seconded and RESOLVED that the following people would be co-opted as non voting members:-

Jonathan Meller  
Joe Stanhope  
Sharon Bark

It was agreed that the Terms of Reference for the Committee may need to be re-worded as it was felt that they should specify where in the community the members should come from, such as ELDC representative, FOJP, community and park users.

It was stated that the Committee would still have the power to co-opt additional non-voting members if required.

**6352 APOLOGIES FOR ABSENCE WITH REASON GIVEN**

Apologies were received and accepted from Cllr Midgley and Graham Keegan. Kim Barr had also sent apologies as she would be arriving late.

**6353 TO RECEIVE DECLARATIONS OF INTERESTS**

A Turner declared a personal interest as his family members had been connected to organising events.

Cllr Nelstrop declared a personal interest as she knew one of the contractors doing work at the park

C Leyland declared a personal interest as he knew the contractors involved with the pool and cafe works

B Chapman declared a personal interest as he was related to the contractor which had been awarded the cafe landscaping contract.

### **6354 TO APPROVE THE NOTES OF THE MEETING HELD ON 22<sup>ND</sup> MARCH**

Subject to an amendment to add Club Liaison as a working group on minute ref. 6316, it was proposed, seconded and RESOLVED to approve the minutes and these were signed by the Chairman.

### **6355 TO RECEIVE AN UPDATE ON THE DEMOLITION OF THE CAFÉ BUILDING**

The Parish Council had approved the Management Committees recommendation to demolish the café building. The Clerk was currently in the process of formalising the process by turning the quotes into contracts and asking for a schedule of works. It was reported that the Contractor (Rick Howells) was ready to start demolition as soon as the gas and electricity meters had been removed and it was hoped that this would be done by Monday of the following week.

It was proposed, seconded and RESOLVED that Barry Chapman would be Project Manager.

Rick Howells would be instructed to ensure that the gap in the fencing was immediately filled in with security fencing following the removal of the building and the landscaping would start as soon as the building was removed. Drainage of the new landscaped slop was discussed and it was agreed to keep an eye on this.

### **6356 TO RECEIVE A REPORT ON THE POOL CONTRACT WORKS**

Barry Chapman reported that negotiations with the main contractor and preferred pool contractor were still ongoing and it was a slow process.

It was reported that the budget for the pool works would be £535,000 after the cost of the caravan works and café demolition had been deducted from the ELDC grant.

### **6357 TO AGREE A LEASE FOR McCOLLS TO OPERATE A PORTA-CABIN / CAFÉ FACILITY FOR 2011 SEASON**

Cllr Clarke had been in contact with the Area Manager for McColls who had proposed to put a porta-cabin in place of the café for this season, which would replicate the service offered in the park last year by catering to both the park users and the pool side. The porta-cabin would be situated to fill the gap in the fencing left by the café building. McColls had requested a similar contract to the previous year with the exclusive right to sell food outside of events in the park. It would therefore not be possible to implement the idea of vending machines on site this season, but the costings of this would be investigated with the intention of implementing this next year.

A discussion took place about the amount of money that McColls would be asked to pay/donate for the 2011 lease.

It was proposed, seconded and RESOLVED to issue McColls with a lease similar to the one that they had been given by ELDC the previous year, but a fee for the lease would try and be achieved.

### **6358 TO RECEIVE REPORTS FROM WORKING GROUPS**

It was proposed, seconded and RESOLVED that every member of the committee would be on at least one working group.

### **MARKETING**

Cllr Nelstrop updated the Committee on all the marketing activities that had taken place since the last meeting, this included:- Signage

Data collection database

Jubilee Park logo  
Website advertising  
Sponsors and supporters  
Research questionnaire  
PR opportunities

Members were given a draft Jubilee Park promotion leaflet and it was explained that Graham Keegan had done the graphics on the leaflet at no cost to the Parish Council. Members of the Committee were asked to feedback to Cllr Nelstrop any changes to the leaflet that they felt were needed.

Cllr Nelstrop reported that the winner of the naming of the caravan fields competition had been decided and there would be a press release about this. There would also be press releases on the opening of the pool and the new park logo.

Cllr Nelstrop spoke about retail sales at the pool and it was proposed, seconded and RESOLVED to approve the expenditure of £1,500 to get the shop facility set up and purchase the initial stock. This money would come from the funds donated by the Co-op. Cllr Nelstrop asked J Meller and J Stanhope about a health and safety policy about using toys/equipment purchased in the shop in the pool and it was agreed in principle to have a sign saying that anything purchased at the pool could be used at the Duty Managers discretion.

The Marketing working group was asked to come up with terms of reference to be approved at the next meeting. It was suggested that they should be based around the following:- responsible to the JPMC for generating, presenting for approval and implementing the marketing plan as detailed in the Business Plan and as further amended by the JPMC. Interaction with Finance, Operations & Infrastructure, Events & Licensing working groups.

#### FINANCE

Andrew Turner reported that Jubilee Park was expected to achieve break even point at the end of year one which was based upon ELDC financial input, although there were currently some concerns on certain elements within the ELDC budget, but it was stated that there was very little that could be said until the working group had been given the ELDC final figures, so the budget was as accurate as it could be at this point in time. It was agreed that it was really important to keep a good tally on the budget to ensure no overspend.

The Finance working group was asked to come up with terms of reference to be approved at the next meeting. It was suggested that they should be based around the following:- responsible to the JPMC for generating and presenting for approval an annual JP budget; responsible to the JPMC for providing monthly/quarterly financial position reports; responsible to the JPMC for the early identification of any revenue gaps; responsible for generating and presenting for approval the annual financial return to ELDC; in liaison with the PC Finance Officer, responsible for setting up processes for invoicing, receipts and payments for JP. Interaction with PC Finance Officer, Marketing, Operations & Infrastructure working groups.

#### EVENTS & LICENSING

Cllr Hill reported that the Parish Council had made an application for an entertainments license at the park and it would be advertised in the local paper on 20<sup>th</sup> April and notices had been displayed around the park perimeter and letters had been sent to residents of the adjoining properties; if there were no objections the license would be granted 28 days later. The cost of the license had been met by the Parish

Council. A temporary events license would be needed when the Committee wished to have a beer tent on site at events and this would cost £21 per license.

It was reported that the working group was well on its way to developing an events policy for allowing people to hold an event within Jubilee Park.

It was proposed, seconded and RESOLVED that the working group would make the decision on the double booking of the funfair and triathlon and the Duty Managers would liaise with the events working group on bookings for the park. An events booking system procedure would be set up and circulated to members. An events diary/calendar would be displayed on the website for confirmed events and J Meller would be responsible for updating this

Cllr Nelstrop spoke about the arrangements for the stall at the Woodhall Spa Country Show and asked for volunteers to man the stall which would contain expression of interest forms, FOJP membership forms, promotional material for this season. Family discounts would be given for 2 weeks following the show.

Cllr Nelstrop spoke about the proposal to hold a garden party on Sunday 28<sup>th</sup> August to celebrate the community ownership of the park. It would be a self financing /stand alone event as there was no money in the budget for this. No members had any objections to the date of the event and the proposal was agreed in principle.

It was proposed, seconded and RESOLVED to carry out a feasibility study on a bonfire event and report back before proceeding any further with this idea.

The Events and Licensing working group was asked to come up with terms of reference to be approved at the next meeting. It was suggested that they should be based around the following:- responsible to the JPMC for generating, presenting for approval and implementing a JP events policy; responsible for coordinating with event organisers for compliance with JP events policy, regulating but not running events. Have delegated authority to approve events, although anything not normal would have to go back to the Management Committee. Interaction with Operations & Infrastructure working group and FOJP.

#### HUMAN RESOURCES

It was reported that they were in the process of generating and presenting for approval policies on staff recruitment. A new cleaner and a receptionist still needed recruiting.

The Human Resources working group was asked to come up with terms of reference to be approved at the next meeting. It was suggested that they should be based around the following:- responsible to the JPMC for generating, presenting for approval and monitoring of all JP HR policies; responsible for staff recruitment and recommending appointments. Interaction with Finance, Operations & Infrastructure working groups and FOJP.

#### OPERATIONS & INFRASTRUCTURE

It was reported that computers and printers were in place in the pool office, a laptop was needed for the caravan warden's office and another till was needed for the pool office. J Meller was in the process of updating all the policies and procedures and it was stated that a use of internet policy was also needed.

The Chair reported that the funding agreement, transfer agreement and caravan license had been signed. The only thing outstanding was the Petwood Access Agreement

The Operations and Infrastructure working group was asked to come up with terms of reference to be approved at the next meeting. It was suggested that they should be based around the following:- responsible to the JPMC for the day-to-day running of the Park in accordance with the strategic direction given by the JPMC; responsible for developing in concert with any contracted professional staff plans for approved capital programmes and submitting those plans to the JPMC for approval; responsible to the JPMC for monitoring the progress of any capital programmes. Interaction with FOJP, Marketing, HR, Events & Licensing working groups.

### **6359 FINANCES**

#### **a. Payments of accounts**

The following accounts were approved for payment: £82.80 (CRS Business Systems – programming cash register); £58.28 (Biffa – General Waste bins); £264 (British Gas Business – Gas meter removal); £210 (Imprint Colour Printers – caravan booking forms); £30.48 (Talk Talk Business – Telephone line rental & calls)

#### **b. Retrospective payments**

The following retrospective payments were approved: £2717.18 (Insurance); £100 (Cash float)

### **6360 CORRESPONDENCE RECEIVED**

A letter had been received from the Croquet Club and asking for consideration to be given about allocating the club more land for a bigger croquet lawn. The Operations and Infrastructure working group would look into the request.

The Chair declared the meeting closed at 9.36pm.

The Next meeting would take place at 7pm on Wednesday 25<sup>th</sup> May.