

MINUTES OF THE PARISH COUNCIL JUBILEE PARK MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 25 MAY 2011 AT 7.00 PM IN THE COUNCIL CHAMBER STANHOPE AVENUE

PRESENT

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

Non Councillors: C Leyland, G Keegan, M Hinds, J Stanhope, S Bark and K Barr

IN ATTENDANCE

A Bushell (Parish Clerk)

6400 CHAIRMAN'S REMARKS

Cllr Chapman explained that he had been elected Chairman of the committee at the Annual meeting of the Parish Council held the previous week. He referred to an e-mail that he had sent to all committee members last week and he thanked Cllr Clarke, who was the previous Jubilee Park Management Committee Chairman for all his hard work. Cllr Chapman informed the Committee that FOJP had donated funds to purchase a new laptop computer for the caravan warden's office which had been gratefully received.

6401 TO CO-OPT MEMBERS ONTO THE COMMITTEE

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

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

Graham Keegan
Andrew Turner
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

6402 APOLOGIES FOR ABSENCE WITH REASON GIVEN

Apologies were received and accepted from Andrew Turner and Cllr Hill.

6403 TO RECEIVE DECLARATIONS OF INTERESTS

Cllr Nelstrop declared a personal interest as she knew and had been offered work for one of the contractors bidding for 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.

6404 TO RECEIVE THE NEW JUBILEE PARK MANAGEMENT COMMITTEE TERMS OF REFERENCE

Cllr Nelstrop pointed out that point 3 implied that a Park Manager would be employed to deal with the day to day running of the park and at present this was not the case, she also asked for the word 'eventually' in the last sentence of point 5 of the Additional Notes to be changed to 'potentially'.

It was proposed, seconded and RESOLVED that the Terms of Reference would be referred back to the Parish Council to adopt the changes and the Management Committee would receive them at its next meeting.

6405 TO APPROVE THE NOTES OF THE MEETING HELD ON 13TH APRIL

It was proposed, seconded and RESOLVED to approve the notes as being a true record of the meeting and these were signed by the Chairman.

6406 TO RECEIVE AN UPDATE ON THE DEMOLITION OF THE CAFÉ BUILDING AND McCOLLS LEASE TO OPERATE A PORTA-CABIN / CAFÉ FACILITY

The Chair explained that the porta-cabin provided by McColls was now in place, but the expenditure relating to the porta-cabin had not been approved as this item was not included in the business plan. It was proposed, seconded and RESOLVED that this would be on the next meeting agenda.

McColls had agreed to pay for all the electrical work relating to the porta-cabin installation, a £200 lease fee and they would be invoiced for the electricity used.

The Chair reported that a manhole was broken by the porta-cabin delivery vehicle, the manhole had been replaced and McColls would be invoiced for this work.

It was reported that the landscaped area had been completed and looked good.

6407 TO RECEIVE A REPORT ON THE POOL CONTRACT WORKS

The Chair reported that quotes for the pool works had finally been received and he gave details of the costs and the type of pool options that were available, it was agreed that it would be important to weigh up the costs of pool maintenance to the costs of the pool works for both pool options available to make sure that the right pool type was selected.

The Committee was informed how much of the ELDC grant was remaining after deducting the caravan work and the café demolition.

The Chair told the meeting that there was a meeting taking place this week between the building contractors and swimming pool contractors and the negotiations for the work was being carried out by Steve Dunn Architect) and Cllr Chapman and Cllr Clarke.

6408 TO DISCUSS THE PROBLEMS EXPERIENCED BY USERS OF THE CARAVAN SITE DURING APRIL AND CONSIDER OFFERING THEM AN INCENTIVE TO RETURN

Cllr Clarke gave details of all the problems experienced by users of the caravan site during the bank holiday weekends in April and reported that all the issues had now been rectified.

Joe Stanhope reported that people who had complained had already been given a free nights stay. The Committee felt that it was important to write to everyone who stayed on the caravan site during the Easter and Royal Wedding weekends to apologise and offer them a free night's stay. The letter would be sent by the Clerk and explain the community aspect of the park and inform the visitors that their support was valued. Members of the committee felt that it was important for the letter to be personal to each recipient.

6409 TO APPLY FOR THE BROWN JUBILEE PARK TOURIST ATTRACTION SIGN TO BE RE-VETTED

Members were informed that due to the change of ownership of the Park it was necessary to have the Brown Tourist Attraction Sign re-vetted at a cost of £75 by

Lincolnshire County Council. The Clerk explained what this would involve and the cost implications of having these signs.

It was proposed, seconded and RESOLVED not to proceed any further with this matter.

6410 TO RESOLVE TO PAY DOUBLE TIME TO STAFF WORKING BANK HOLIDAYS

It was RESOLVED to pay staff double time for working bank holidays.

Graham Keegan confirmed that the wages costs in the budget were based on ELDC figures last year and would have included double time paid for bank holidays.

6411 TO CONSIDER HOW TO SOLVE THE ACCESS ISSUES IN THE PARK FOR MOBILITY SCOOTERS AND WHEELCHAIR USERS

The Chair reported that the matter had been dealt with as the metal barriers had been removed.

The pool staff were asked to monitor how many vehicles were going the wrong way to establish if another barrier would be needed.

It was reported that another 'No Entry' sign was needed.

6412 TO RESOLVE WHOSE NAME WILL APPEAR ON THE APPLICATION FOR A TEMPORARY EVENTS NOTICE TO RUN A BEER TENT AT THE PEOPLE PAGEANT ON 9TH JULY

The Chair reported that the Petwood Hotel had offered to run a Pimms Tent and split the profits with Jubilee Park. The Chair agreed to liaise with the Petwood Hotel to find out if it would be them who would be responsible for the Temporary Events Notice or the Parish Council. It was agreed that if the Parish Council was responsible then Cllr Hill would be asked to have his name on the form as the responsible person.

6413 TO RECEIVE A REPORT ON VOLUNTEERS WORKING WITH PAID STAFF

It was reported that FOJP were struggling to find volunteers to man the games hut at weekends. The Committee weighed up the estimated income of the games hut against the cost to employ someone and it was proposed, seconded & RESOLVED to employ a young person to work in the games hut on peak weekends and in the school holidays.

Sharon Bark gave out a report to each member on volunteers working with paid staff. She also mentioned a 'Maximising volunteers' event which had been arranged by Lincolnshire County Council for the end of June and suggested that a FOJP representative should attend. Details of this event would be sent to the Clerk to circulate.

It was RESOLVED to deal with agenda items 15 & 16 together (minute ref. 6414 & 6415)

**6414 & 6415 TO RECEIVE REPORTS & TERMS OF REFERENCE FROM WORKING GROUPS
MARKETING**

Cllr Nelstrop agreed to e-mail around the Terms of Reference for the Marketing Working Group for comments.

Cllr Nelstrop confirmed that the 'Picnic in the Park' event had been scheduled for 28th August and spoke about improvements that were needed in the park, such as cutting back hedges & tidying up the band stand.

Cllr Nelstrop reported that she had been contacted by a gentleman from Stourton Forestry about giving Jubilee Park the use of a woodchip burner to use throughout the season which would work out at 20-25% cheaper than gas prices. It was agreed that this sounded very interesting and the Committee would consider this when more information had been sought.

The Committee was shown the new Jubilee Park logo and comments were made on the new logo design, which was agreed in principle although it was suggested that it should include the band stand. The Committee agreed that it was happy for Cllr Nelstrop to continue with the logo design.

FINANCE

The Finance Working group had produced some terms of reference which had been considered by other members of the committee and some suggested changes had been made. The Finance Working Group would incorporate the changes and report back at the next meeting.

EVENTS & LICENSING

The terms of reference would be done for the next meeting.

Joe Stanhope was nominated to coordinate with FOJP for events.

HUMAN RESOURCES

The terms of reference would be done for the next meeting.

OPERATIONS & INFRASTRUCTURE

It was reported that all the operating procedures had now been completed.

Joe Stanhope informed the Committee that there should be a pool plant trained person on site at all times, and currently this was not the case. It was proposed, seconded and RESOLVED that Joe Stanhope would be booked on a Pool Plant Operators course at a cost of £299 + vat.

It was reported that nobody working at the pool had been fire extinguisher trained. A retained Fire Fighter had offered to do a course for £20 and it was proposed, seconded and RESOLVED to approve this.

The Committee was informed that none of the Caravan Wardens were First Aid trained and it was proposed, seconded and RESOLVED to find out what the requirements were for first aid training and then organise a suitable First Aid course for them to attend.

Joe Stanhope was asked to send the S.O.P (Standard Operating Procedures) manual out to members to see. It was stated that there was a copy at Jubilee Park which could be viewed.

The Clerk asked if play area inspections were being carried out and was told that ELDC would be asked about this matter and also for a copy of the annual ROSPA report.

CLUB LIAISON

There was currently no formal terms of reference, but these would be e-mailed to members before the next meeting.

6416 REPORT FROM FRIENDS OF JUBILEE PARK (FOJP)

The Committee was informed that the stand at the Woodhall Spa Country show had been very successful in attracting membership to FOJP and promoting the park.

FOJP asked the Committee about ways to attract young users / juniors in inclement weather and also about organising an event for FOJP junior members. FOJP was asked to put a proposal in writing and circulate to committee members for comments.

6417 REPORT ON THE FEASIBILITY OF HOLDING A JOINT BONFIRE EVENT WITH PETWOOD CARAVAN PARK

It was reported that Cllr Nelstrop would be meeting with Ben Booth – owner of the Petwood Caravan Park to discuss the Bonfire event and would report back at the next meeting.

6418 CYCLE RACKS AND INFORMATION BOARD FROM THE LINCOLNSHIRE LIMWOODS PROJECT

It was proposed, seconded and RESOLVED that cycle racks would be useful in the park and the Management Committee would apply for one or two, subject to suitable locations being identified. The Chairman and the Clerk agreed to take a look at the park and confirm suitable locations for the cycle racks.

It was proposed, seconded and RESOLVED to decline the offer of a village notice board in the park as it was felt that there was no requirement for one at present.

6419 FINANCES

a. Payments of accounts

It was proposed, seconded and RESOLVED to recharge ELDC for the Michael Grace invoices relating to the boiler issues in the caravan site shower block.

The following accounts were approved for payment: £313.20 (Primary Times – advert in May issue); £1557 (Cupit Print – leaflets & posters); £13500 (Rick Howell – demolition of café); £301.51 (Biffa – waste collection); £2771.20 (ELDC – Business rates (to be paid my Direct Debit monthly installments)); £398.04 (Lincolnshire Co-op – Toners for printers); £67 (Stowlin Ltd – swimming pool chemicals); £404.66 (HMRC – PAYE & NIC)

b. Retrospective payments

The following retrospective payments were approved: £300 (cash float); £142.80 (PHS – sanitary disposal); £237 (ESL – bat survey); £1457.77 (Espo – cleaning products & stationery); £11.70 (B Chapman – reimbursement for diaries); £149.99 (Lusonic – walkie talkies); £115.04 (Talk Talk – Telephone & Broadband); £89.94 (Boundtree Medical – face shields); £991.07 (JPLennard – Health and Safety supplies); £709.20 (National Grid – disconnection of gas service pipe); £2.30 (Southern Electric – Electricity at café); £604.60 (Lincs Gases – bottled gas); £1083.04 (Aqua Fun – swimwear & accessories); £710.09 (Millerbrown – shop fittings); £1061.70 (Stowlin Ltd – swimming pool chemicals); £2361.19 (Staff wages)

6420 DATE OF NEXT MEETING

The Clerk would e-mail members with the suggested date for the next meeting.

The Chair declared the meeting closed at 9.40pm.