

**MINUTES OF THE WOODHALL SPA PARISH COUNCIL JUBILEE PARK
MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 14
SEPTEMBER AT 7.30PM IN THE COUNCIL CHAMBER STANHOPE
AVENUE**

PRESENT

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

Non Councillors: M Hindes, G Keegan, S Bark, K Barr, J Meller, and J Stanhope

IN ATTENDANCE

A Bushell (Parish Clerk), C Bennett, D Clayton, D Robinson and G Knight (members of the public)

6537 CHAIRMAN'S REMARKS

The Chairman welcomed everyone to the meeting and pointed out that it was a long agenda so he encouraged members to avoid any unnecessarily long discussions.

6538 APOLOGIES FOR ABSENCE WITH REASON GIVEN

Apologies were received and accepted from C Leyland and A Turner. Both Cllr Hill and Cllr Clarke had sent their apologies as they would be arriving late.

6539 TO RECEIVE DECLARATIONS OF INTERESTS

J Stanhope declared a personal and prejudicial interest in agenda items 10 and 11 (minute ref. 6546 & 6547).

**6540 NOTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON
3rd AUGUST 2011 TO BE APPROVED AS THE MINUTES**

It was proposed, seconded and unanimously RESOLVED to accept the notes as being a true record of the meeting subject to a change to agenda item 6487 NEW CAFÉ BUILDING, to change 'it was proposed, seconded and RESOLVED to it was agreed'.

**6541 TO APPROVE THE RE-WORDING OF MINUTE REFERENCE 6456
FROM 29TH JUNE MEETING.**

It was proposed, seconded and unanimously RESOLVED to approve the following amendment to minute reference 6456.

**6456 TO APPROVE THE CHANGES TO THE PRICING STRUCTURE AND
CANCELLATION OF SWIMMING SESSIONS**

The Chairman explained why it had been necessary to change the pricing structure and revert back to all day sessions. The committee was told the price of each session and told that books of swims were available at a discounted price. It was proposed, seconded and RESOLVED to approve the changes to the pricing structure which had come into force on June 3rd.

It was proposed, seconded and RESOLVED to support the following arrangements with local businesses:

- Petwood Hotel pays a donation of £500. Guests at the Petwood Hotel use the pool for £1.50 per session. (The £500 donation to go to FOJP funds, the entry fees get paid to the Jubilee Park Parish Council funds).
- Petwood Caravan Park buys 20 tickets for £40 and sells to users of the Petwood Caravan Park at £2 per ticket to encourage guests at this site to use the pool at Jubilee Park. Tickets are bought in advance.

6542 TO REVIEW THE MANAGEMENT COMMITTEE E-MAIL DISTRIBUTION LIST AND CO-OPT NEW MEMBERS ONTO THE COMMITTEE IF REQUIRED

The Committee agreed that the membership would remain the same. Members were reminded to only send e-mails regarding the management of Jubilee Park to current members of the Management Committee.

6543 FINANCES

a. To receive a financial position

Members were given a Rolling profit Forecast document and G Keegan explained the figures line by line. Members were informed that at the current time the park was ahead of budget.

The Committee thanked G Keegan for his hard work.

Cllr Clarke arrived at 7.52pm

b. To approve accounts to be paid:

It was proposed, seconded and unanimously RESOLVED to approve the following payments:

Recipient	Details	Amount
Stowlin Croftshaw	Pool chemicals	£653.56
Lincolnshire Gases	Calor gas for resale	£396.06
Anglian Water	Water bill	£693.52

c. To approve retrospective payments:

It was proposed, seconded and unanimously RESOLVED to approve the following payments:

Recipient	Details	Amount
HMRC	VAT return	£3122.01
Harry's Home Hardware	Black Waste Bins & Drain Rods	£173.99
Michael Grace	Plumbing maintenance	£96.00
Staff	Wages – August 2011	£19246.11
Sprint Signs	Signs & Banners	£741.90
HSBC	Card processing fees	£106.01
ELDC	Repaid VAT for cafe demolition	£3123.70
Lincolnshire Gases	Gas for resale	£97.78
Aegis Service & Care	Service Alarm system	£309.60
Bruce Gordon/ B&Q	Gazebo	£99.00
Petty Cash		£100.00
McColls	Re-imburse VAT charged on lease amount	£40.00
Stowlin Croftshaw	Pool chemicals	£468.28
Michael Grace	Plumbing maintenance	£60.91
KA Office	Stationery	£35.13
Aldread Maintenance Services	Stainless Steel splash backs for caravan toilet block	£276.00
Morgan Tucker	Consultant fees for pool contract	£1380.00
HMRC	PAYE & NIC – August	£2388.74
Biffa	Waste collection	£800.66
Anglian Water	Water Bill – Caravan site & pool	£9974.87
British Gas	Gas Bill	£15659.94
Jupiter Associates/G Keegan	Leaflets	£137.38
Harry's Hardware	Maintenance supplies	£42.97

KA Office	Stationery	£43.93
Northcliffe Media	Advertising fees	483.60
Samuel Vickers	Pump Motor	£384.00
R Papworth	Hog Roast	£380.00

d. To receive a quotation for an online card processing facility

It was agreed that this item would be deferred until the next meeting to give G Keegan time to look at the quotes in more detail. G Keegan would bring a proposal to the next meeting.

e. Finance Working Group to produce draft final accounts so that a draft budget could be produced

The Finance working group was asked to produce draft final accounts by the November Jubilee Park Management Committee meeting so that a 2012 draft budget could be developed before the 2011 Christmas holiday break. The Finance Working Group agreed to draft a budget for the Management Committee to consider at its meeting on 9th November and present to the November Parish Council meeting for approval.

6544 TO RECEIVE AND APPROVE THE MAINTENANCE PLAN FOR 2011/12

The proposed maintenance plan had been circulated to all councillors. G Keegan asked for the maintenance plan to include the building of a shop area to better promote the stock for sale and the Operations and Infrastructure Working Group agreed to put together a proposal with costings for this.

Cllr Hill arrived at 8.14pm.

It was proposed, seconded and unanimously RESOLVED to hold off carrying out any maintenance work until the maintenance budget for the remainder of the year had been confirmed. At the next meeting an amount would be allocated for carrying out maintenance work and the priority 1 items listed in the plan would be carried out first.

6545 TO RESOLVE TO MOVE INTO CLOSED SESSION TO DISCUSS THE EMPLOYMENT OF STAFF THROUGHOUT THE CLOSED SEASON

It was proposed, seconded and unanimously RESOLVED to move into closed session to discuss employment matters.

J Stanhope and J Meller declared a personal interest and left the meeting at 8.31pm. All members of the public also left the meeting.

6546 TO APPROVE THE JOB DESCRIPTION AND COSTS ASSOCIATED WITH EXTENDING THE CONTRACT OF ONE OF THE DUTY MANAGERS TO MANAGE THE PARK DURING THE CLOSED SEASON; AND TO SEEK APPROVAL FROM THE PARISH COUNCIL TO EMPLOY THIS PERSON.

The Chairman explained the reason for this proposal, it was agreed that it would be a massive benefit having somebody to manage the park during the closed season. Members questioned whether the post could be afforded within the budget and it was suggested that an approach could be made to the Parish Council for a possible contribution to the costs.

It was proposed, seconded and unanimously RESOLVED to approve the costs involved in extending the contract of one of the Duty Managers; and to ask the Parish Council to approve the employment of this person.

The Committee agreed whose contract would be extended.

6547 TO APPROVE THE JOB DESCRIPTION AND COSTS ASSOCIATED WITH EXTENDING THE CONTRACT OF ONE OF THE CARAVAN WARDENS TO CARRY OUT MAINTENANCE DUTIES DURING THE CLOSED SEASON; AND TO SEEK APPROVAL FROM THE PARISH COUNCIL TO EMPLOY THIS PERSON.

It was felt that the committee could not commit to offering the proposed contract extension at the current time due to the uncertainty of its financial position. Members agreed that the preferred option would be to get the maintenance work done on a casual basis, as and when it could be afforded.

It was proposed, seconded and RESOLVED to offer one of the caravan wardens a holding contract with a list of jobs to be carried out and an hourly rate and the person would only work when instructed on a specific job. This contract would start from November 2011.

6548 TO RESOLVE TO RE-OPEN THE MEETING TO THE PRESS & PUBLIC

It was proposed, seconded and unanimously RESOLVED to re-open the meeting to the press and public.

J Stanhope, J Meller and 4 members of the public returned to the meeting at 9.05pm.

6549 TO DISCUSS THE PROVISION OF MAINTENANCE SUPPORT FOR NEXT SEASON WHICH HAS BEEN PROVIDED BY ELDC THIS YEAR

The Committee was reminded that the agreement with ELDC was that their maintenance support services had been given free of charge this year, but the Management Committee would need to pay 1/3 next year and 2/3 the following year. The Chair reported that ELDC might be prepared to do a deal to help bring the maintenance costs down, the deal would involve allowing ELDC to store their equipment at Jubilee Park.

ELDC needed to be told by December if their services were required in Jubilee Park next year.

It was agreed that a list was needed of all the items that were included under the plant machinery support from ELDC so that quotes could be sought from other suppliers. This item would be discussed again at the next meeting when more information had been gathered.

6550 TO MAKE RECOMMENDATIONS TO THE PARISH COUNCIL ON THE RENEWAL OF THE BOWLS CLUB LEASE

The Committee was told that the lease was only for the Bowling Clubs building and because the lease ran out in December there was no option but to renew it unless the Parish Council wished to investigate if legal action could be taken to add any additional conditions onto the lease.

Members felt that the Parish Council should be considering a whole new agreement which covered the whole aspect of the bowling green land, not just the building.

It was proposed, seconded and RESOLVED to suspend the meeting to allow George Knight from the Bowling Club to address the Committee.

Mr Knight informed the meeting that the Bowling Club wanted to know what they would be responsible for and what support they would get.

The meeting recommenced at 9.25pm.

It was proposed, seconded and unanimously RESOLVED that a meeting would be set up between C Leyland, Cllr Chapman and Cllr Clarke to discuss all the issues relating to the Bowling Club lease. It was agreed that there needed to be a lease agreement for the Bowls Lawn, but before this could go ahead the terms of usage and Bowling Club and Parish Council's obligations needed to be decided. It was suggested that the Tennis Club lease should be used as a model so that the Bowling Green would have no cost impact to Jubilee Park.

The Management Committee needed to understand what it wanted to achieve before the Club Liaison working group could enter into discussions with the Jubilee Park Bowling Club.

6551 TO REVIEW ALL CURRENT LEASEHOLDER OBLIGATIONS FOR ANY MAINTENANCE RESPONSIBILITIES

It was proposed, seconded and unanimously RESOLVED that the Club Liaison working group would enter into discussions with the Croquet Club to have an agreement for storing their equipment on site, as the current lease only stated that they were responsible for the lawn.

6552 WORKING GROUPS

- a. To form a Working Group to review the Business Plan in light of this year's experience and report back on any proposed changes to the next JPMC meeting**

It was proposed, seconded and unanimously RESOLVED that a Business Plan Review Working Group would be formed consisting of one member from each of the other working groups. The Working Group would assess if the business plan was still valid and it would review the remaining 4 years of the first 5 year period and propose any changes to be made to it. It was agreed that the Business Plan needed to be reviewed before setting the 2012/13 budget.

- b. To receive and approve the terms of reference for working groups**

The terms of reference for the Human Resources and Pavillion Working Groups were still outstanding, these would be completed by the next meeting. The terms of reference for all the other working groups were received.

- c. To receive reports from working groups**

MARKETING

Cllr Nelstrop thanked the management team and the Friends of Jubilee Park for their hard work in making the 'Picnic in the Park' a successful event. She informed the Committee that she was in discussions with a Graphic Designer about re-designing the leaflets for next season.

FINANCE

There was nothing further to report.

EVENTS & LICENCING

The working group reported that it was working towards a procedure to book events. The working group suggested that the Club Liaison Working Group should speak to the clubs within Jubilee Park about each of them holding a car boot event in the park and donating a percentage of the profits to Jubilee Park.

HUMAN RESOURCES

It was reported that an end of season party was being held on the last day that the pool was open. All the staff at the park were thanked for doing a great job this season.

OPERATIONS & INFRASTRUCTURE (O&I)

The following report was given which provided members with an update of the status of actions which had been tasked to the Operations & Infrastructure working group at the last meeting:

6486 The pool works contract had not yet been signed. Alterations to the contract documentation have been proposed by the Chair and a final set was being prepared. The Council Chair and Vice-Chair would review the contracts documentation and sign when satisfied. It was expected that this activity would be completed in time for the planned start of work of 19 September. There were penalty clauses in the contract amounting to £450/week; the contractor had stated that the biggest penalty for them would be the community reaction and the impact on their commercial reputation if they did not complete the works on time and to specification.

6487 Signage was in the Maintenance Plan proposals for this meeting. The drafting of the Traffic Management Scheme had commenced. The electric point in Field D was in the Maintenance Plan proposals for this meeting.

6496 ELDC had provided the working group with the requirements for any licenses to support the use of tents in the rally field.

A site license can only be issued after planning permission had been granted. The details of the license application requirements had been provided. The appropriate regulation is the Public Health Act 1936. In that regulation it is stated that a site license is required if any person allows any land occupied by them to be used as camping (tents only) purposes on more than 42 consecutive days or more than 60 days in any 12 consecutive months.

For the use of the Rally Field for one-off events as allowed by ELDC and confirmed by then, the Act is not applicable. However, if we use the rally Field for deliberate regular bookings we could be in breach of the 42 or 60 day rule. It is recommended that a financial assessment is made for next year of the need to use the Rally Field for regular and frequent camping (tents) bookings. This would inform a JPMC debate on whether or not to pursue a license with ELDC. For the remainder of this year it is recommended that the JPMC take a decision not to accept any further bookings for tents that will require use of the Rally Field.

6502 Initial research into the energy requirements for the pool and the boiler capacity has been undertaken. The working group was not in a position to put any proposals to this meeting but would report back to the following meeting.

A collated Maintenance Plan proposal has been generated for JPMC review and consideration. It is recommended that the Plan be the basis for both the maintenance programme for the remainder of this year but also for on-going investigations such as a possible refurbishment of the caravan site amenity block. The working group would be making no recommendations on who should carry out the work other than best practice and value for money should be the driving requirements.

CLUB LIAISON

C Leyland had provided Committee members with a written report of the meeting with the Jubilee Park Bowling Club.

PAVILLION

The next meeting would be held on Monday 26th September at 10am.

A discussion took place about when the plans for the pavilion would be presented to the Management Committee and the need to know what the Management Committee and Parish Council wanted to achieve from the facility in order to know what amount of funding was required.

The working group was currently speaking to leisure providers to get advice and help in putting together a commercially viable option for the Management Committee to consider. It was reiterated that this would be a draft and not the final plan.

G Knight (member of the public) left the meeting at 10pm.

6553 TO AGREE A TIME PLAN FOR CONSULTATIONS ON THE PAVILLION AND RECOGNISE THAT THE OLD FOJP PLANS ARE NOT BEING USED.

The Management Committee had received a consultation time plan from the Pavillion Working Group and it was proposed, seconded and unanimously RESOLVED that the old FOJP plans for the pavilion were not being used.

6554 TO RESOLVE TO CHANGE UTILITY SUPPLIERS

It was proposed, seconded and unanimously RESOLVED to change both the electricity and gas supplies to British Gas Business on a dual fuel contract.

6555 TO RECEIVE A PROPOSAL FOR REPLACING THE PUTTING GREEN FENCE

The O&I working group reported on a meeting with FOJP to draw up recommendations for replacing the fencing. It was agreed that the job should be done by a professional rather than by volunteers. FOJP were investigating two pricing options and it was hoped that the fence would be paid for by FOJP with possibly a small contribution being made from Parish Council Jubilee Park funds; if the costs involved were prohibitive grant funding would be sought. It was agreed that any replacement fence would use the existing posts and replace the existing panels with real wood panels which would be stained.

It was agreed that whatever was done would be a blueprint for future fences within the park. A further report was expected at the next JPMC meeting.

6556 TO RESOLVE NOT TO ACCEPT ANY TENT BOOKINGS FOR THE REMAINDER OF THE 2011 SEASON THAT REQUIRE USE OF THE RALLY FIELD.

It was proposed, seconded and unanimously RESOLVED not to accept any further tent bookings for the 2011 season which would require use of the rally field. The Caravan Wardens would be instructed accordingly.

6557 TO AGREE THE OPENING DATES FOR THE CARAVAN SITE AND THE SWIMMING POOL FOR THE 2012 SEASON.

It was proposed, seconded and unanimously RESOLVED that the caravan site would open next season on 30th March 2012. It was agreed that the prices couldn't be set until the business plan had been reviewed. The Committee would aim to get the information agreed and on the website by 01 January 2012.

It was proposed, seconded and unanimously RESOLVED to defer the decision on the swimming pool opening date until after the business plan had been reviewed. It was agreed to aim for early May but it would all be dependent on the pool works contract.

6558 TO DISCUSS HOLDING EVENTS IN 2012 TO CELEBRATE THE DIAMOND JUBILEE, OPENING OF THE PARK AND THE OPENING OF THE NEW POOL.

It was felt that the Management Committee would be struggling to find an Event Manager to co-ordinate an event to celebrate the Diamond Jubilee, so for this reason it was proposed, seconded and unanimously RESOLVED to ask the Parish Council if it wanted to work with the Chamber of Trade and Tourism on a joint event in the park / village.

Cllr Nelstrop reported that she was currently investigating getting a Royal visitor to attend an official opening of the park / hand over to the community event in July. She

would find out in December if a visit by a member of the Royal family would be possible.

The Committee also discussed holding an opening of the new pool event with a swimming demonstration from a member of the Great Britain Olympic Swimming Team after the 2012 Olympic games.

6559 TO RECEIVE A REPORT FROM THE 'FRIENDS OF JUBILEE PARK' (FOJP)

K Barr spoke about the fundraising activities which had taken place and ones that had been planned for the future. It was reported that FOJP were currently putting together a newsletter as well as compiling a list of all the donations that had been received through the year which would include a donation from a funeral which they had recently received.

A volunteer had come forward to offer to help with any e-baying requirements of the Management Committee / FOJP. It was agreed that before this happened the Committee would need to find out how this would operate and also seek advice to whether a council could be involved in this activity.

6560 DATES OF NEXT MEETINGS

Dates for the next two meetings were set as Wednesday 12th October at 7pm and Wednesday 9th November at 7pm. S Bark gave her apologies for the October meeting.

6561 ITEMS FOR THE NEXT AGENDA

- Pavillion working group draft plans for consideration
- Biomass heating and renewable energy proposals
- 1940's festival

The Chair declared the meeting closed at 10.30pm.