

**MINUTES OF THE WOODHALL SPA PARISH COUNCIL JUBILEE PARK
MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 09
NOVEMBER AT 7.00PM IN THE COUNCIL CHAMBER STANHOPE
AVENUE**

PRESENT

Councillors: D Hill, J Nelstrop and D Robinson (Substitute for Cllr Clarke)

Non Councillors: M Hindes, G Keegan, A Turner, C Leyland, B Gordon (Substitute for K Barr), J Stanhope and S Bark

IN ATTENDANCE

A Bushell (Parish Clerk) and 2 members of the public

In the absence of Cllr Chapman it was proposed, seconded and unanimously RESOLVED that Cllr Hill would chair the meeting.

6659 CHAIRMAN'S REMARKS

The Chairman informed the Committee that Cllr Chapman had not been well but hoped he would be back in action shortly. All members of the Committee sent their best wishes to Cllr Chapman.

6660 APOLOGIES FOR ABSENCE WITH REASON GIVEN

Apologies were received and accepted from D Clarke, J Meller, B Chapman and K Barr.

6661 TO RECEIVE DECLARATIONS OF INTERESTS

Cllr Robinson declared a personal interest as she lived adjacent to Jubilee Park.

**6662 NOTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON
12th OCTOBER 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 an amendment to minute ref. 6614a to show that the lease would be granted on the same conditions as the current season.

**6663 REPORTS ON MATTERS OUTSTANDING AND ACTIONS ARISING
FROM THE MINUTES**

6603 The potholes had been repaired by GN Construction who had agreed not to charge labour costs for the work. There were certain areas of the road where the tarmac needed to be re-heated and stamped in.

Cllr Nelstrop arrived at 7.06pm.

6608 A grant towards trees was currently being applied for and FOJP had recently received a grant towards swimming teaching equipment. It was reported that Lincolnshire County Councillors now had individual grant funds and they could give a grant to local community groups for a specific purpose. C Leyland agreed to approach County Cllr Hoyes on behalf of the JPMC.

6612 Jubilee Park had been left a swing ball which could be hired out next season. FOJP had also received a donation of £200 for games to be bought.

6613 The entry date for applying to hold a swimathon event had been missed, but more information was being gathered on holding a 'Simple Swim' event. J Stanhope had not heard anything back from the 'Olympics' governing body about the idea of

holding a mini Olympics day, but was putting together plans to hold an event with the schools.

6615 The Winter Duty Manager was working closely with Nicki Lee from South Lincolnshire Community and Voluntary Services on applying for grants for solar panels.

6603 Committee members were encouraged to collect tokens from the Lincolnshire Echo newspaper to raise funds for Friends of Jubilee Park

6664 FINANCES

a. To receive a financial position

The Clerk passed round an income and expenditure document which showed the current financial position. It was explained that the Parish Council Finance Working Group had examined the accounts and would be reporting back to the Parish Council so that an amended budget could be approved. Cllr Hill ran through the document. It was hoped that the budget would balance by year end, but it would be up to the Parish Council to decide how it would fund any deficit.

G Keegan suggested that ELDC could be approached for part of the £15,000 contingency to fund the deficit. C Leyland was asked to enquire with ELDC whether this was part of the £150,000 grant or extra.

b. To approve accounts to be paid:

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

Recipient	Details	Amount
Spa Landscaping	Various garden maintenance tasks and supply of soil and seed	£672.00
Biffa	Waste bins – October	£354.94
ELDC	Business rates for café building (April 2011)	£41.17
Morgan Tucker	Pre construction inspection (Re-imbursed from ELDC grant)	£240.00
Sprint Signs	Fireworks Extravaganza Banner	£72.00
Harry's Home Hardware	Maintenance Supplies	£140.55
Talk Talk	Phone calls, line rental & broadband	£83.88
British Gas Business	Electricity	£1091.29
Neon Skyworks Ltd	Firework display	£1000
HMRC	PAYE & NIC	£2053.57
Staff	Wages October – November	£4869.58

c. To approve retrospective payments:

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

Recipient	Details	Amount
Aquafun	Shop stock	£216.40
HSBC Merchant Service	Card transaction fees	£25.00
Saul Fairholm	VAT consultancy fee	£352.00
Talk Talk	Telephone calls, line rental & Broadband	£51.54
Staff Wages	September 2011	£13,809.51
Community Lincs	Play Area Inspection Training course fee for Joe Stanhope to attend	£35.00
HMRC	PAYE & NIC	£803.33
ELDC	VAT on pools works invoice	£230.00
Came & company	To add FOJP as joint policy holder and increase in premium for adding items to	£36.78

	policy	
Southern Electric	Swimming pool electric	£488.80
Southern Electric	Caravan Site electric	£342.60
GN Construction Ltd	1 st Certificate for pool work (Reimbursed from ELDC Grant)	£69,677.03

d. To discuss the 2012/13 business plan budget

Draft 2012/13 budgets had been produced by both the Winter Duty Manager and the Finance Working Group. The meeting ran through the budget line by line, but it was eventually agreed that J Stanhope would work with the Finance Working Group to put together a budget to be considered at the next meeting.

It was agreed that the Committee needed to start looking at the 5 year plan as it was important to identify when the Park would start making a profit, it was also important to keep the business plan up to date, as there was points of the Business Plan that needed updating.

The Parish Council would be looking at its budget during November & December, so it could set the precept in January, it would therefore need the Jubilee Park budget by December's meeting so that the Parish Council could approve it and include it within its budget.

6665 PLAY AREA

a. To receive the annual inspection and September 2011 play area inspection reports

All committee members had been given a copy of the inspection reports prior to the meeting and J Stanhope informed the Committee that it had been necessary to close the play area last week due to the latest play area inspection report highlighting some items of very unsafe equipment.

The reports were noted.

b. To decide what action to take following the reports

J Stanhope informed the meeting that it would cost £1,000 to repair / meet the deficiencies on the inspection report. FOJP had been given a £1,000 donation from the Rotary Club of Woodhall Spa to use for the purpose of improving the play area. FOJP would donate this money to Jubilee Park to allow the committee to carry out the necessary repairs. It was proposed, seconded and unanimously RESOLVED to approve the play area repairs up to a total of £1,000. The repairs would be carried out by Jubilee Park staff.

c. To resolve that the weekly inspections will be carried out by the Winter Duty Manager from December 2011 and the annual inspection will be organized by the Jubilee Park Management Committee in 2012.

J Stanhope was attending a Play Area Inspection training course in November, following this he would then be qualified to carry out the weekly inspections. ELDC had offered to assist him with the first inspection.

It was proposed, seconded and unanimously RESOLVED that the Winter Duty Manager would carry out the weekly inspections from December 2011 and the Management Committee would organise the independent annual inspection in May 2012

6666 TO RECEIVE AN UPDATE ON THE MAINTENANCE OF THE CARAVAN SITE AMENITY BLOCK

It was reported that £1,000 had been received from Lincolnshire Co-operative towards the refurbishment of the amenity block and the Co-operative was thanked for its very generous donation. FOJP would also be donating £2,500 which would allow the proposed work to be carried out and J Stanhope explained the work which was required. It was confirmed that a qualified electrician and plumber had volunteered to

check and certify the work that had been done, but most of the work that was required was cosmetic.

It was proposed, seconded and unanimously RESOLVED that the work would be carried out by members of Jubilee Park staff within a budget of £3,500. The work needed to be completed by the end of March 2012.

6667 TO DISCUSS THE PROVISION OF MAINTENANCE SUPPORT FOR NEXT SEASON, WHICH HAS BEEN PROVIDED BY ELDC THIS YEAR

The Committee had discussed this during item 6d. (minute ref. 6664d) when considering the budget for 2012/13 and due to no information being received from ELDC yet, it was decided to defer this item to the next meeting.

6668 TO RECEIVE AN UPDATE FROM THE PAVILLION WORKING GROUP AND TO AGREE THE PROPOSED NEXT STEPS TO BE TAKEN

There would be a meeting taking place with Pulse at the end of the week when they would be discussing the demographics findings. Alliance would also be reporting back this week on the findings of their demographic study.

There would be more to report at the next meeting.

6669 TO RECEIVE REPORTS FROM WORKING GROUPS MARKETING

There was nothing to report.

FINANCE

There was nothing further to report.

EVENTS & LICENCING

The Fireworks Extravaganza event had been very successful with £5,500 being taken in admission fees; this was shared with the Petwood Caravan Park who the event had been jointly organised with. It was estimated that over 2,500 people had attended the event. The total cost of the event was explained to the Committee and it was informed that a £2,850 profit had been made. FOJP had also managed to make a profit of £200 by selling toffee apples and glow lights for the children. Fantastic feedback had been received from the public along with lots of suggestions for how to improve the event for next year.

The Events & Licence Working Group was expecting the Circus to return next year and they informed the Committee that other events booked to take place in the park were the 10k and fun run, triathlon and 1940's festival.

HUMAN RESOURCES

There was a query about the Duty Managers wages.

OPERATIONS & INFRASTRUCTURE (O&I)

J Stanhope showed the Committee samples of the liner and tiles for the pool and explained the options which were available. Members were asked to feedback to J Stanhope their suggestions on colours for the tap water feature, liner and tiles. The size of the swimming lanes needed to be confirmed as the new pool was slightly smaller than the old pool, but overall the pool work was currently ahead of schedule.

CLUB LIAISON

There was nothing to report.

BUSINESS PLAN REVIEW

A second meeting to review the business plan needed to be arranged and there needed to be a report from this meeting to show how the business plan needed to be changed. C Leyland commented that it had been a very successful year and a fantastic venture for the Parish Council and community to undertake.

6670 'FRIENDS OF JUBILEE PARK' (FOJP)

a. To receive a report

FOJP had agreed to provide £2,500 towards the amenity block refurbishment. £500 profit had recently been made from two very successful events. There would be a stall at the Christmas Fayre to promote the park, sell membership and ask the public about what they would like to see in the park. Two FOJP members were currently working on improving the publicity for the park. Two donations of £1,000 had been received from both the Masons and the Rotary Club of Woodhall Spa. B Gordon informed the Committee that the Rotary Club was surprised that it and other local organisations had not been approached by the Parish Council or FOJP to get local organisations involved / inform them about the plans for the park. It was agreed that this needed to be done and both organisations (FOJP & JPMC) needed to be represented. The best time for doing this would be early 2012 whilst the park was closed. It was agreed that there also needed to be a database of organisations which could be e-mailed monthly to keep them up to date.

It was reported that FOJP were doing extremely well and K Barr was thanked for her hard work as Chairman. see 6665b. of notes

b. To consider a proposal from FOJP on what incentives it would like to see given to FOJP members in 2012.

It was agreed that any incentives offered to FOJP members needed to be costed in to next year's budget. FOJP were awaiting feedback from a questionnaire which had been sent out to its members so it was agreed to defer this item to the next meeting.

6671 TO DISCUSS ANY CHANGES WHICH ARE NEEDED TO THE CARAVAN SITE BOOKING SYSTEM FOR NEXT YEAR

J Stanhope explained to the committee the changes that were needed to the booking system. It was agreed that J Stanhope would speak with G Keegan to sort out any issues and the Committee would support the required changes. A report would be given at the next meeting.

6672 ITEMS FOR THE NEXT AGENDA

- Pavillion update
- Provision of maintenance support for next season.
- Incentives to be given to FOJP members

6673 TO SET THE DATE OF THE NEXT MEETING

The next meeting would be at 7.00pm on Tuesday 13th December.

The Chair declared the meeting closed at 9.11pm.