

# Ongar

## Town Council



**Aimi Middlehurst**  
Town Clerk

28 April 2016

### **TO ALL MEMBERS OF THE COUNCIL**

You are hereby summonsed to a meeting of the **JUBILEE PARK COMMITTEE** to be held in the **COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR** on **THURSDAY 5 MAY 2016** commencing at **7.30 pm** for the transaction of business as set out below. Members of the public and press are cordially invited to attend.

Judith Farr  
Deputy Town Clerk

### **AGENDA**

#### **139/15 Apologies for absence**

Councillors are asked to forward their apologies for not attending the meeting

#### **140/15 Declarations of Interests**

Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (Non Pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.

#### **141/15 Public participation session on items previously notified to the Clerk.**

To receive any representations from members of the public. The maximum time allowed for this item is 15 minutes. A member of the public shall not speak for more than three minutes.

*Members are reminded that if there has been any change to their entries in the Register of Interests, they should complete a new form notifying the change within 28 days of becoming aware of any new disclosable pecuniary or non-pecuniary interest. The form should be returned to the Town Clerk for forwarding to the Monitoring Officer at Epping Forest District Council.*

#### **142/15 To agree the minutes of the meeting held on 31 March 2016**

#### **143/15 Clerks Report**

#### **144/15 Finance report**

- To note the finance report for the committee up to 31 March 2016
- To note the finance report for the committee up to 28 April 2016

#### **145/15 To receive an update on the patio project**

#### **146/15 Jubilee Park refurbishment**

- To consider the provision of curtains in the main hall

#### **147/15 Queen Elizabeth II birthday celebrations**

- To receive an update on the arrangements for the celebrations

Bansons, Bansons Way, Ongar, Essex, CM5 9AS

Tel 01277 365348

Fax 01277 362315

e-mail [clerk@ongartowncouncil.gov.uk](mailto:clerk@ongartowncouncil.gov.uk)

[www.ongartowncouncil.gov.uk](http://www.ongartowncouncil.gov.uk)



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### **148/15 Jubilee Park Working Group / Staffing subcommittee**

- To receive recommendations from a joint meeting of the Jubilee Park Working Group and Staffing subcommittee.
- To add the Catering Supervisor to the emergency call out contact list
- To erect notices on fire procedures on the main hall of the building
- To erect a checklist of tasks to be completed by staff daily
- That a copy of the Staff Handbook be provided for all Jubilee Park staff to access
- That the Catering Supervisor be issued with an Alto card
- That all sporting sections be asked to remove their litter after matches
- To note the outstanding invoice from Ongar Junior football Club and to agree a course of action
- To consider and agree a fee for each car park space
- To agree to approach the outside organisation to agree this fee in principal
- To agree to comply with the request from Fields in Trust before making a request to vary the current restrictions
- To consider the recommendation to increase bar prices by 5% and make a recommendation to Finance committee
- To consider the recommendation to increase the pitch fee by 5% and make a recommendation to Finance committee
- To agree that room lettings fees remain the same and make a recommendation to Finance committee
- To draft a room letting hire pack
- To agree that the damage deposit remains at £100 and make a recommendation to Finance committee
- To contact the land agent to ascertain whether additional land is available
- To receive advice from Ellis Whittam on the calculation of holiday pay for casual staff
- To agree that outside staff would continue to maintain the garden surrounding Love Lane building
- To agree that all pre-booked events would be honoured
- To agree that stock takes are undertaken every 6 – 8 weeks
- To consider appointing Cllr Reynolds as the new Designated Personal Supervisor for Jubilee Park and make a recommendation to Full Council
- To consider the draft Alcohol Policy and make a recommendation to Full Council
- To agree that all credit card payments would be a minimum of £10

