

# Ongar

## Town Council



Aimi Middlehurst  
Town Clerk

### TO MEMBERS OF THE JUBILEE PARK STEERING COMMITTEE

21st February 2018

You are hereby summoned to a meeting of the **JUBILEE PARK STEERING COMMITTEE** to be held in the **COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR** on **THURSDAY 1<sup>ST</sup> MARCH 2018** commencing at **4PM** for the transaction of business as set out below. Members of the public and press are invited to attend.

Cllr James Browning  
Committee Chairman

### AGENDA

#### **69/17 Apologies for absence**

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

#### **70/17 Declaration of Disclosable Pecuniary Interests (DPIs), Other Pecuniary Interest and Non Pecuniary Interests under the Council's adopted Code of Conduct.**

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.

*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.*

#### **71/17 Public participation session with respect to items previously notified to the Clerk.**

To receive any representations from members of the public. The maximum time for this item is 15 minutes.

#### **72/17 To agree the Jubilee Park Steering committee minutes of 18<sup>th</sup> December 2017**

#### **73/17 Finance**

To note the finance report for January 2018.

#### **74/17 Bar Pricing**

##### **Recommendation from the Jubilee Park Working Party**

- To receive a report from the Working Party (attached)
- To agree a revised price list and effective date following supplier increases

#### **75/17 Ongar Festival – 6<sup>th</sup> May**

To consider any necessary action to promote the Jubilee Park facility and the resident sporting sections

#### **76/17 British Lions Event**

- To note JPSC meeting on the 13th. July 2017 agreed that the £300 profit made would be used to upgrade the TV system.
- To agree to ring fence this fund, transfer to OCST at the appropriate time and make recommendation to Full Council.

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**77/17 Bar Management**

To note the stock audit reports from the 15th. November 2017 to date (attached).

**78/17 To receive a report on the status of the OCST**

**79/17 To agree to provide funds to Ongar Community Sports Trust for legal expenses and insurances.**

**80/17 47/17 Bar and Cellar Refurbishment – deferred from 22<sup>nd</sup> August 2017 meeting**

An extract from the minutes is below:-

Cllr Reynolds proposed to agree in principle to obtain quotes for improving the bar subject to the agreement of the Trustees. Cllr Browning stated that the Council would essentially be imposing contracts on the Trustees. Cllr Birch agreed it could be a liability for OTC and subsequently the Trust.

Cllr Freeman proposed to defer for four months. Cllr Browning seconded.

Vote-

Unanimous

**81/17 Membership – deferred from 22<sup>nd</sup> August 2017 meeting**

**To consider and agree the following proposals from the Working Group:-**

a) There would be one level of Fee set at £10. This means that the Fee of £25 previously agreed for non sport participating members would be removed.

b) Under 18 will receive free annual membership, providing that they belong to a sporting section. If they cease to be a member of a sporting section, their membership is cancelled.

c) Introduce a card scheme under the already agreed conditions noting that this would be a forerunner to a Membership scheme operated by the OCST.

An extract from the minutes is below:-

Cllr Reynolds read out the following statement:

*Prior to OTC taking over Jubilee Park in February 2015, OSSC had a membership scheme, which then was £25 per person/ p. a. and was of course additional to the section fees paid by each club. Funding collected from membership primarily was used to pay for the general running expenses. Bar prices were competitive and below normal public house prices which was an inducement for being a member. Bar prices currently, are still competitive.*

*In August 2014, the previous OTC voted to accept a Business Plan which included membership which would provide £8,000 p.a. of fees with further projected membership bringing in an additional £3,000. This of course did not happen, as at some time the decision was made to obtain an Open Licence which came about in February 2015, and the membership revenue was lost.*

*Membership has been agreed already, in principle by this committee and scheduled be introduced on the 1st. September.*

*This decision was taken before notification was received that the Junior Football section were leaving.*



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*We know from the Full Council meeting held on the 22nd. June that OTC cannot actually apply for a Membership Licence, however, there is no reason why sport club users cannot make an individual contribution towards paying for specific running expenses and improvements, plus, keeping the bar prices competitive.*

*A large number of sport club users will support the introduction of a card scheme which will assist facility running and improvement costs. The £10 initial agreed fee is minimal compared with the previous OSSC charge of £25 and would generate a minimum input of £ 1,940 based on the stated minimum number of members that each section would have to declare each year. Obviously, it would be anticipated that all section members would support the card scheme, thus providing additional necessary funding above the £1,940 stated minimum.*

*Users of the facility who do not play any sport but want to support the card scheme can submit their request and £10 fee to a sport section as previously agreed. This of course would be additional to the minimum number of members that each section would have to declare. Each section would submit a list of their declared, paid up members who would then receive a card, confirming receipt of payment.*

The Clerk stated that membership had been referred to Full Council previously and it was refused. Cllr Birch proposed for this item to be deferred for four months. Cllr Browning seconded.

Vote-

2 in favour

1 against

2 abstention

AGREED.

**82/17 Unauthorised use of the Sports Field by organised sports groups.  
Recommendation from the Jubilee Park Working Group**

- To agree the draft letter (attached) is issued to any unauthorised users
- To agree the draft booking form and proposed fees are issued as required (attached)
- To consider signage be placed on the field 'No unauthorised use. For further information, please contact the Site Manager'

**83/17 Periodic use of the Sports Field  
Recommendation from the Jubilee Park Working Group**

- To agree a fee for the periodic use of the Sports Field and approve the draft booking form

**84/17 Floodlights Training Sessions**

- To note the present hourly charge of £10 per hour.
- To agree a charge for the 2018/19 season.

**85/17 Section Fees  
Recommendation from the Jubilee Park Working Party**

- To agree a revised structure including price adjustments deemed necessary for 2018/19. (Information to follow)

**86/17 Dog Fouling on the Sports Field**

- To note the complaint from a regular user and consider any necessary action

**87/17 The Committee is asked to RESOLVE to exclude the press and public for this meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following items contain confidential information relating to staffing matters.**



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- 88/17** To receive a report from the Clerk and agree the necessary action
- 89/17** The Committee is asked to RESOLVE to permit the press and public to return to the meeting under the Public Bodies (Admission to Meetings) Act 1960
- 90/17** Matters to be raised by members for the next agenda

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