

Ongar

Town Council



Aimi Middlehurst
Town Clerk

TO MEMBERS OF THE JUBILEE PARK STEERING COMMITTEE

10th May 2018

You are hereby summoned to an **MEETING of the JUBILEE PARK STEERING COMMITTEE** to be held in the **COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR** on **THURSDAY 17th MAY 2018** commencing at **3.30pm** 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

01/18 Apologies for absence

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

02/18 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.

03/18 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.

04/18 Apologies for absence

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

05/18 To agree the Jubilee Park Steering Committee meeting minutes of the 1st and 15th March 2018.

06/18 Finance

To note the finance reports for February, March and April.

07/18 Bar Management

To note the stock audit reports from the 18th January 2018

To note the current bar pricing of spirits

To consider and agree any price adjustments

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

Tel 01277 365348

Fax 01277 362315

e-mail clerk@ongartowncouncil.gov.uk

www.ongartowncouncil.gov.uk



Ongar

Town Council



Aimi Middlehurst
Town Clerk

- 08/18 Unauthorised use of the sports field by organised sports groups. Periodic use of the sports field**
a) To note the agreed booking form following on from the JPSC meeting held on the 1st March 2018 (82/17 & 83/17).
b) To note that charitable organisations periodically request to use the field and facilities for fund raising.
 - To agree a procedure for dealing with such requests.
c) To note that the scouts periodically use a small area of the field for organised activities.
 - To agree a procedure for dealing with this use.
- 09/18 Dog fouling on the sports field**
To note the sample sign and cost obtained by the office.
 - To agree a course of action.
- 10/18 External notice board and postal box**
To note the requirement for these items and consider information provided.
 - To agree a course of action.
- 11/18 Ground Maintenance**
To note the information and costing received
 - To agree a course of action including ring fencing funding for the work, and making recommendation to Full Council.
- 12/18 Enlargement of the second football pitch**
a) To note the requirement and costings received.
b) To note how and when the proposed work can be carried out.
 - To agree a course of action.
- 13/18 Memorial bench**
a) To note the request by a resident to have a bench installed.
b) To note the agreement by OCST that it should be of vandal proof construction and preferably be positioned on the car park boundary line, overlooking the cricket square.
 - To agree a course of action.
- 14/18 Building Maintenance**
a) To note the quotations received for replacing the Squash Court entrance door and applying protection paint to the ends of the corrugated roof sheets, as noted in the Stace building report.
 - To agree a course of action.
b) To note that the entrance gates have been vandalised to the extent that the retaining drop pins and the slide catch have been removed.
 - To agree a course of action.



Ongar

Town Council



Aimi Middlehurst
Town Clerk

15/18 Signage

To note that the following signs are urgently needed :-

4 No. fixed to the car park entrance gates advising of closure and opening times.

2 No. fixed adjacent to the patio advising that only food and drink purchased on the Licenced Premise can be consumed on the Licenced Premise. Also that children under the age of 18, unaccompanied by a parent or guardian, are not permitted on the Licenced Premise.

- To agree a course of action.

16/18 Herras fencing protection to goal posts

a) To note that 2 No. panels have been vandalised and need replacing.

b) To note that additional panel clips are required together with two sets of panel hinges.

- To agree a course of action.

17/18 Pitch use by Ongar RFC (Junior Section), Ongar United FC and Ongar Athletic FC

a) To note that pitch use applies to Sundays only.

b) To note that Ongar United F C and Ongar Athletic will be advised to organise their fixtures such that only one team has a Home fixture on any Sunday.

- To agree a course of action.

c) To note that Ongar RFC (Junior Section) have requested the use of 2 No. changing rooms throughout the season.

- To agree that a Safeguarding Policy be put in place and advise Ongar RFC accordingly.

18/18 The Council 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 contractual and staffing matters.

19/18 Bar staffing

To note existing re-numeration levels.

- To agree a written Job Description and cost adjustments

20/18 Staff transfer to OCST

To note the report made at the JPSC meeting held on the 1st. March 2018.

- To agree a course of action.

21/18 The Council is asked to RESOLVE to permit the press and public to return to the meeting under the Public Bodies (Admission to Meetings) Act 1960

22/18 Matters raised by members for the next meeting agenda.

