

**MINUTES OF THE JUBILEE PARK COMMITTEE MEETING HELD IN BANSONS  
ON WEDNESDAY 7<sup>TH</sup> OCTOBER 2015**

Present: J. Devonald (vice Chairman)

Councillors: J. Bicknell\* P. Bolden B. Freeman  
N. Fletcher\* S. Jackman\* A. Kaye  
J. Reynolds J. Rushton A. Wingfield

\*Non committee members

Officers: J. Farr (Deputy Clerk),  
A McKenzie (Jubilee Park Manager),

Other: Four members of the public  
An EFDC Councillor  
A representative from the cricket section

**ACTION**

**62/15 Apologies for absence**

Apologies were received from Cllr P. Gode (bereavement) and Cllr J. Browning (work commitments).

**63/15 Declarations of personal and or prejudicial interest**

Cllr Freeman declared a non pecuniary interest in item 74/15 regarding the Croquet Lawn.

**64/15 Public participation session with respect to items on the agenda**

Mr Suker, a representative of the cricket section, addressed the committee. He declared his disappointment that the necessary work on the preparation of the cricket square had not yet begun. He advised Councillors that he had offered to provide equipment and labour to maintain the square but this offer had been refused by the Clerk. He informed the meeting that Ongar Cricket Club was very keen to return to Jubilee Pavilion and not have to look for an alternative venue for next season.

**65/15 To agree the minutes of the meeting held on 2<sup>nd</sup> September 2015**

The minutes were reviewed and agreed as a true record and signed by the Chairman.

**66/15 Cricket**

- To note the invitation to submit a full application form under the ECC CIF Response fund

It was reported that the Council had secured some external funding for the renovation of the cricket square but there was a shortfall in funds. The Council had been invited to apply for funds under the ECC CIF Response Fund. Councillors were very supportive of this project and were aware that the renovation was time critical.

Cllr Kaye proposed that should the Council be unsuccessful in securing the grant from ECC CIF then the necessary funds to be taken from Council reserves in order to complete the project. This was seconded by Cllr Bolden and unanimously agreed.

**AGREED**

The Council to transfer funds from reserves to complete the project if unsuccessful in securing external funding.

- To receive a report from the Clerk and consider commencing work to renovate the cricket square

Cllr Bolden proposed that the Council commission the work on the cricket square to start immediately. This was unanimously agreed.

**AGREED**

The Council to commission the work on the cricket square to proceed.

**67/15 Finance Report**

- To note the finance report

It was reported that the finance report contained gross figures including VAT and were for the period 1 April to 31 August. It was reported that the gross income had increased month on month since 1<sup>st</sup> April. Councillors asked for a breakdown of items in each budget heading and clarification on how many members of staff worked in the café. Mr McKenzie was able to confirm that the café had brought different members of the public into the Pavilion e.g. residents of Weighbridge Court and Barnes Court as well as regular users. It was reported that while the Family Fun Days held on Fridays during the school summer holidays were very successful not all of the entertainment nights were well attended. Councillors asked for a breakdown of income and expenditure for future events.

Cllr Reynolds arrived at 7.15 pm.

Cllr Reynolds stated that while it was good to see the income increasing the actual costs would not be known until the staff on costs and VAT adjustments were identified.

**AGREED**

Information on the breakdown of budget headings to be provided to committee members.

Information on the breakdown of income and expenditure for future events to be provided to the committee.

**68/15 Hire Arrangements**

- To note the information regarding damage deposits charged by similar local halls  
Mr McKenzie reported on the amounts charged by other councils for similar sized venues. Cllr Bolden suggested that deposits were paid to the Council in sufficient time for cheques to clear before the event. Cllr Fletcher suggested that the Council consider a card payment facility.

- To consider including damage deposits to the hire agreement

Cllr Freeman proposed that the Council charge £200 deposit and this was seconded by Cllr Kaye. Unanimously agreed.

**AGREED**

To charge £200 damage deposit.

### **69/15 Dog Control**

- To note that the signage has been ordered

It was reported that six signs had been ordered within the £500 budget allocated and were due to be delivered in the next few days. It was planned to erect three signs overlooking the car park and three signs elsewhere on the site.

### **70/15 Car Park Lighting**

- To consider external lighting for the car park and agree any necessary action

It was reported that Mr McKenzie and Cllr Reynolds had attended a site visit with a contractor to look at lighting needs. It was suggested that the existing bollards be used to power the existing lamp posts at a cost of approx. £200 each. Mr McKenzie suggested connecting one lamp post to test the suitability of the light source and whether the light would present a nuisance to neighbouring properties.

Cllr Freeman proposed that one light be connected to test this scheme and this was seconded by Cllr Kaye. Unanimously agreed.

### **AGREED**

To connect one bollard to one lamp post.

### **71/15 Advertising and Promotion**

- To receive an update on the signage

It was reported that the Council had contacted ECC Cllr McEwen to assist with this proposal but no further information was available at the meeting.

### **72/15 Health and Safety**

- To note the updated health and safety report and action plan (copy attached) dated 27<sup>th</sup> August

The report was noted by Councillors. It was reported that some items were common for all Council functions (e.g. working at height Risk Assessment) and Mr McKenzie would be working with the Deputy Clerk to complete these.

- To agree any necessary action from the report

Progress on priority 2 tasks would be reported to the next committee meeting.

### **73/15 Car Park Surfacing**

- To note that three quotes are being sourced by the Manager for repairs to the entrance to the car park

It was reported that Mr McKenzie would be holding a site visit with a contractor next week and that costs would be reported to the next committee meeting.

### **74/15 Proposal from the Croquet Club for a Croquet Lawn**

- To consider the advice from the Town Council's Solicitor

It was reported that the advice from the Council's solicitor was to grant a licence and not a lease.

Cllr Kaye proposed that the working party set up to consider the licence to the Tennis Club be expanded to include consideration of a licence to the Croquet Club. This was unanimously agreed.

**AGREED**

The working party set up to consider the licence to the Tennis Club be expanded to include consideration of a licence to the Croquet Club. This was unanimously agreed.

- To consider the proposal and make a recommendation to the Finance Committee  
No proposal to Finance committee could be made at this meeting.

The meeting closed at 7.45 pm

**Signed**

**Chair**

**Date**