

**MINUTES OF THE JUBILEE PARK COMMITTEE MEETING HELD IN BANSONS
ON WEDNESDAY 4 NOVEMBER 2015**

Present: Cllr P. Gode (chair)

Councillors: J. Bicknell* D. Birch* P. Bolden
J. Browning J. Devonald B. Freeman
A. Kaye J. Reynolds J. Rushton
A. Wingfield

*Non committee members

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

Other: Cllr C. Feetham
One member of the public

75/15 Apologies for absence

There were no apologies received.

76/15 Declarations of interest

No declarations were received

77/15 Public participation session with respect to items on the agenda

No member of the public wished to address the committee

78/15 To agree the minutes of the meeting held on 7th October 2015

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

79/15 Clerk's report

Working Party

The Working Party met on 26th October. From that meeting was apparent that further information was required from both the Town Council's Solicitor and the Fields in Trust. Once received, a further meeting would be arranged to review the information and report back to the Jubilee Park committee.

80/15 Finance Report

- To note the finance report

Mr McKenzie presented a financial update on income and expenditure between 1 April and 30 September.

Councillors asked for clarification on the following points –

- Year to date figures were from April and not February 2015
- The catering sales showed a profit
- The profit did not show any on costs e.g. utilities, waste collection
- Were the Tax and NI contributions for both bar and café staff
- When the café would be self-funding
- If the VAT payments and receipts were included in the financial report

Mr McKenzie explained that neither the bar nor café were standalone services and that utilities and waste collection were for the building as a whole.

Cllr Browning asked for a breakdown of daily income on the bar and cafe to be reported at the next meeting.

Cllr Devonald asked for clarification on which sports sections have paid their fees.

81/15 Scouts Hut

- To receive a proposal from 3rd Ongar Scouts to provide an emergency exit from the scouts compound onto Jubilee Park playing fields

The Scouts had requested permission to provide an emergency exit from the Scout compound onto the sports field. At present the only access was over a stile but this was not practical for all members and scout leaders. The Scouts would like to replace this stile with a gate which would provide an exit wide enough for wheel chairs etc.

Cllr Browning proposed that permission be given to the Scouts to provide the gate and this was seconded by Cllr Kaye. Unanimously agreed.

AGREED

- To allow the Scouts to replace the stile with a gate

82/15 Cricket

Square Renovation

- To note the successful grant funding from Essex County Council's CIF Response fund

It was reported that the Council has been successful in its funding application.

- To note the specification of works

£1,000 has been awarded to the project. After consultation with Essex Cricket Board and the Essex Playing Fields Association contractor, it was agreed to remove one process from the renovation works and, therefore, the cost has reduced to £1950 plus the chicken wire and stakes which I am assured are essential to protect the square.

~~–Koro thatch layer off~~

- scarify/tilth surface for overseeding
- spray for worms
- preseed fertilise
- overseed
- top dress with Ongar loam

Work commenced on Tuesday 3 November.

Councillors noted this information. Cllr Browning thanked the Clerk for her hard working in ensuring this project has been completed.

Cllr Bolden proposed that the visiting teams use the pitch on Sundays or week days. This was seconded by Cllr Reynolds.

Votes 4 for

3 against

1 abstention (Cllr Browning)

Pitch Fees

- To receive a verbal report on potential additional users
- To consider and agree 2016/17 pitch fees

It was reported that the National Cricket League were keen to investigate using the Jubilee Park if usage/fees could be agreed. They have up to 40 teams within the league. A meeting has been arranged for w/c 2nd November as the contact wishes to view the works that have been carried out.

Mr McKenzie reported on the pitch fees currently being charged in neighbouring parishes. It was reported that Ongar Cricket Club used to £100 per game and the season consists of up to 10 home games per season.

Cllr Freeman proposed that the decision to set the fees be deferred until the next committee meeting and this was seconded by Cllr Browning.

Vote

5 for

0 against

2 abstentions

AGREED

- To defer setting pitch fees until the next committee meeting

83/15 Car park lighting

- To consider the outcome of the lighting test and agree an necessary action

At the last Jubilee Park meeting it was agreed to connect one lighting bollard to a lighting column and test this lighting scheme. Mr McKenzie reported that this work had been started and would advise councillors when one light had been completed.

84/15 Advertising and Promotion

- To receive an update on the signage

Mr McKenzie had contacted Cllr McEwen but no further information was yet available. Mr McKenzie would contact Essex County Council Highways to get a definitive quote for the work.

Cllr Bolden proposed that this work was not urgent and that it should be postponed. This was seconded by Cllr Freeman.

Vote

7 for

0 against

2 abstentions

AGREED

- To postpone this project

85/15 Health and Safety

- To note the progress to date

At the last Jubilee Park meeting Mr McKenzie was delegated to action the Priority 2 items on the health and safety report from Ellis Whittam. An update was provided at the meeting.

Mr McKenzie has requested a quote for the installation of shelves in the kitchen to accommodate smaller pieces of equipment.

Mr McKenzie reported that the repairs to the floor would be major project and he would need to obtain quotes for this work.

- To consider delegating Health and Safety issues to the Human Resources committee Health and Safety issues are usually dealt with by the Human Resources committee and some action points on this list will duplicate actions for the Council as a whole (e.g. risk assessments for working at height, manual handling). Councillors were asked whether they wished to delegate Jubilee Park action points to the Human Resources committee.

Cllr Kaye proposed that the Health and Safety actions be delegated to Human Resources committee. This was seconded by Cllr Gode.

Cllr Reynolds made a counter proposal that the Jubilee Park committee deal with all health and safety actions and this was seconded by Cllr Freeman.

Vote for Cllr Kaye's proposal –
4 for
5 against

Vote for Cllr Reynolds proposal –
5 for
3 against
1 abstention

86/15 Car Park Surfacing

- To receive a quote for the car park surfacing

Mr McKenzie had requested quotes from contractors but has only received one to date of £42.50 per square metre. Mr McKenzie will obtain more quotes and report back to a future committee meeting.

87/15 Meeting with Ongar Academy

Mr McKenzie provided a verbal report of his conversation with Mr Banks of Ongar Academy. Mr Banks had asked Mr McKenzie for his suggestions on proposed questions for the Academy consultation and for him to forward the final document to the sporting sections who use Jubilee Park. Mr McKenzie did not respond to these requests.

Cllr Browning asked the Clerk to obtain the results of the consultation form Mr Banks.

88/15 Financial Plan for 2016/17 for recommendation to the Finance Committee

This item was requested by Cllr Reynolds. After consideration the Clerk has included it as an agenda item to seek approval from the committee due to the level of admin time potentially required. Dependent on the level of detail, it may be necessary to seek professional advice and this will incur a cost to the Council.

The level of income is to include:-

1. Meeting all expenses and costs paid by Ongar Town Council, whether directly or indirectly involved, in the running of Jubilee Park.

2. Repaying the operational debt for 2015/16, back to Ongar Town Councils bank accounts.
3. Repaying any other precepted funds which have been used to set up and maintain the operation.
4. A 10% to 15% margin of predicted profit to cover depreciation and the purchase of equipment.
5. Allowance to cover any predicted inflation costs.
6. Allowance to cover additional employee costs relating to Workplace Pensions and the Living Wage.
7. Allowance to compensate for any reduced Winter trading relating to the sports facilities not being used because of adverse weather.

Cllr Reynolds proposed that all the above items be included in the proposed Financial Plan and this was seconded by Cllr Bolden.

Vote –
8 for
1 abstention

The meeting closed at 8.20 pm.

Signed

Chair

Date