

**MINUTES OF THE JUBILEE PARK COMMITTEE MEETING HELD IN BANSONS
ON THURSDAY 5TH MAY 2016**

Present: J. Devonald (Vice Chairman)

Councillors: D. Birch* P. Bolden J. Browning
C. Feetham* B. Freeman J. Reynolds

*Non committee members

Officers: M. Letch (locum clerk)
J. Farr (Deputy Town Clerk)
M. Jarvis (Jubilee Park site manager)

Other: EFDC Cllr B. Surtees
Ten members of the public
Three members of the press

ACTION

139/15 Apologies for absence

Apologies were received from Cllr A. Wingfield.

140/15 Declarations of personal and or prejudicial interest

None received.

141/15 Public participation session with respect to items on the agenda

No member of the public wished to address the committee.

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

The minutes were reviewed. One amendment was requested and the minutes were then agreed as a true record and would be signed by the Chairman.

**143/15 Clerk's Report
Sewerage drain**

The necessary repairs had been carried out. The insurance excess of £250 had been paid with the remaining cost being met by the Council's insurers.

Job descriptions

New job descriptions had been drafted for staff.

Staff contracts

New contracts would be drafted and Mr. Letch would carry out a job review of each post.

Staff consultation

Mr. Letch would be carrying out a staff consultation as soon as possible.

Café prices

The Deputy Clerk and Catering Supervisor would provide recommendations on café prices to the next Jubilee Park committee meeting

Independent review of Jubilee Park

The locum clerk, Mr. Letch, would carry out a review of all aspects of Jubilee Park

System for recording cash takings

The locum clerk, Mr. Letch, would assist in setting up this system

Credit Card payments

The credit card payment machine had not been properly cleared daily and this had caused problems with reconciling payments on the bank statements. Use of the machine was suspended until 30 April.

Tree survey

An updated tree survey had been carried out at Jubilee Park. The cost of the necessary work would be taken from the tree budget as part of Open Spaces committee. A copy of the survey was available in the Council office should Councillors wish to see it.

144/15 Finance report

- To note the finance report for the committee up to 31 March 2016 (Month 12)
- To note the finance report for the committee up to 28 April 2016 (Month 1)

It was reported that the reports were generated by the Council's accounts software.

Councillors noted this information.

145/15 To receive an update on the patio project

Cllr Reynolds and the Deputy Clerk met with the contractor on 22 April. A specification had been agreed and a provisional date set for Monday 9 May for 5 – 7 working days.

146/15 Jubilee Park refurbishment

- To consider the provision of curtains in the main hall

Councillors considered this project and the committee was reminded that funds were available from the remaining money from the Public Works Loan for the building.

Cllr Freeman proposed that these funds be used to purchase the curtains up to a value of £1400 including the poles. This was seconded by Cllr Browning. It was delegated to the committee chair and the Deputy Clerk to agree the quality of the materials.

Vote –
For – 5

AGREED

- To purchase curtains and poles up to a value of £1400.00.

147/15 Queen Elizabeth II birthday celebrations

- To receive an update on the arrangements for the celebrations

Mr Jarvis provided an update on arrangements made to date. Councillors suggested items that could be added such as a disco, street party and barbeque. Councillors also suggested that the sporting sections be invited to take part.

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

It was agreed to ask the Catering Supervisor if she would be willing to be added to the emergency call out list.

- To erect notices on fire procedures on the main hall of the building

It was agreed to erect notices on fire procedures in the main hall.

- To erect a checklist of tasks to be completed by staff daily

It was agreed to erect a checklist of staff tasks.

- That a copy of the Staff Handbook be provided for all Jubilee Park staff to access

It was agreed to provide a copy of the Staff Handbook at Jubilee Park

- That the Catering Supervisor be issued with an Alto card

It was agreed to ask the Catering Supervisor if she would be willing to hold an Alto Card.

- That all sporting sections be asked to remove their litter after matches

It was agreed that the Council would contact each sporting section to ask them to remove their litter following each match.

- To note the outstanding invoice from Ongar Junior Football Club and to agree a course of action

The Deputy Clerk reported that a letter had been received from Ongar Rugby Club requesting use of any additional space that may become available.

Cllr Browning proposed that the Council writes to Ongar Junior Football and invite them to settle the outstanding invoice or to meet with Councillors to discuss this further. This was seconded by Cllr Freeman.

Vote –
For – 5

AGREED

- The Council to write to Ongar Junior Football and invite them to settle the outstanding invoice or to meet with Councillors to discuss this further.

- To consider and agree a fee for each car park space

The Council had been contacted by an outside organisation who have requested to rent car park spaces for their staff.

Cllr Freeman proposed that £5 per day per car be charged and this was seconded by Cllr Bolden.

Vote –
For - 5

AGREED

- To charge £5 per day per car

- To agree to approach the outside organisation to agree this fee in principal

It was agreed to approach the company and obtain their agreement in principal

- To agree to comply with the request from Fields in Trust before making a request to vary the current restrictions

It was reported that Fields in Trust had requested certain conditions be met before they would agree to vary the registration terms. It was agreed that if the company agreed to the fee then the conditions would be met.

- To consider the recommendation to increase bar prices by 5% and make a recommendation to Finance committee

A table of suggested prices was provided for Councillors consideration.

Cllr Bolden proposed a recommendation to Finance committee that there was a 5% increase on all bar prices with a review to be carried out in October and this was seconded by Cllr Reynolds.

Vote –
For – 5

AGREED

- A recommendation to Finance committee to increase all bar prices by 5% following the next stock take

- To consider the recommendation to increase the pitch fee by 5% and make a recommendation to Finance committee

Cllr Browning proposed a recommendation to Finance committee to increase all pitch fees by 5% and this was second by Cllr Freeman.

Vote –
For – 5

AGREED

- To recommend to Finance committee to increase all pitch fees by 5%

- To agree that room lettings fees remain the same and make a recommendation to Finance committee

Cllr Bolden proposed a recommendation to Finance committee to set the fees at £100 for the large room and £20 for the small room and this was seconded by Cllr Browning.

Vote –
For – 5

AGREED

- To make a recommendation to Finance committee to set the room hire fees at £100 and £20

- To draft a room letting hire pack

It was reported that there was an existing room hire pack.

- To agree that the damage deposit remains at £100 and make a recommendation to Finance committee

It was reported at the working party meeting that the damage deposit was £100. However, the minutes of the meeting held on 7 October 2015 stated that the deposit be charged at £200.

It was agreed that the deposit remain at £200.

- To contact the land agent to ascertain whether additional land is available

It was agreed that the Council contact the land agent to ascertain whether additional land was available.

- To receive advice from Ellis Whittam on the calculation of holiday pay for casual staff

It was reported that the advice would be provided at the next committee meeting.

- To agree that outside staff would continue to maintain the garden surrounding Love Lane building

It was agreed that the outside staff would continue to maintain the Love Lane building garden.

- To agree that all pre-booked events would be honoured

It was agreed that all pre-booked events would be honoured.

- To agree that stock takes are undertaken every 6 – 8 weeks

It was agreed that stock takes would be undertaken approximately 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

Cllr Reynolds declared an interest in this item and left the room.

Cllr Browning proposed that Cllr Reynolds be appointed as the Designated Personal Supervisor and this was seconded by Cllr Freeman

Vote –
For – 5

AGREED

- Cllr Reynolds be appointed as the Designated Personal Supervisor

Cllr Reynolds returned to the meeting.

➤ To consider the draft Alcohol Policy and make a recommendation to Full Council
A draft Alcohol Policy was provided for Councillors consideration.

Cllr Freeman proposed that a recommendation be made to Full Council to adopt the draft policy and this was seconded by Cllr Browning.

Vote –
For – 5

AGREED

- That a recommendation be made to Full Council to adopt the draft policy

➤ To agree that all credit card payments would be a minimum of £10

It was reported there had been several inconsistencies with the payments which made it very difficult to reconcile payments with the bank statements. The working group recommended that in future all credit card payments were more than £10 in value.

Cllr Browning proposed to set a limit on credit card transactions of £10 and this was seconded by Cllr Freeman.

Vote –
For – 5

AGREED

- To set a limit on credit card transactions of £10

The meeting closed at 8.30 pm.

Signed

Chair

Date