

**MINUTES OF THE JUBILEE PARK STEERING COMMITTEE
MEETING HELD ON 01 MARCH 2018**

Present: J. Browning (Chair) B. Freeman D. Birch
J. Reynolds

Public: Two members of the public

Press: None

P Wicks: Locum Clerk

69/17 Apologies for absence

Apologies were received from Cllrs Vaz, Mendoza, Bolden and Battersby

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

Cllr Freeman declared a Non Pecuniary interest in item 85/17 of the Agenda

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

No members of the public requested to speak.

72/17 To agree the Jubilee Park Steering committee minutes of 18th December 2017.

The minutes of the 18th December 2017 were unanimously agreed as being correct and true records and duly signed.

73/17 Finance

The finance report for January 2018 was noted. Cllr Reynolds highlighted to the committee that the bottom line did not reflect an accurate position as items for the Assistant and Clerk's salary should not be shown here. Their inclusion distorts budget figures as they were not part of the JPSC budget. He suggested that they should be shown as a separate detail as they are required for information purposes only and are of course included in the main staffing budget.

74/17 Bar Pricing

Recommendation from the Jubilee Park Working Party

- Members received a report from the Working Party.
- On a proposal by Cllr Reynolds, seconded by Cllr Freeman it was agreed that the proposed increases to the Bar prices be implemented, in line with the suppliers increases. Unanimous
- On a proposal by Cllr Reynolds, seconded by Cllr Freeman it was agreed that the new prices should come into effect from 5th March. Unanimous.

75/17 Ongar Festival – 6th May

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

It was proposed by Cllr Birch, seconded by Cllr Reynolds that Lyndsey, JP events manager, would be contacted and asked to liaise with the sections and events' organisers to ensure JP is included in the days' activities.

76/17 British Lions Event

- Members noted that at the JPSC meeting on the 13th July 2017 it was agreed that the £300 profit made would be used to upgrade the TV system.
- On a proposal by Cllr Reynolds, seconded by Cllr Freeman it was agreed to ring fence this fund and transfer to OCST at the appropriate time and make recommendation to Full Council. Unanimous

77/17 Bar Management

The stock audit reports from the 15th. November 2017 to date as attached to the agenda were noted.

78/17 Cllr Birch gave Members a verbal report on the status of the OCST- matters are progressing as planned and it is anticipated that the process is on course to go live in the next couple of months.

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

Further to the notes provided by the Clerk to Members as background information Cllr Birch confirmed that he had subsequently contacted the auditor who was very happy with the way things were progressing. If OTC were to pay the fees they would not be able to reclaim the VAT however if the charity were to pay they could reclaim the VAT although in reality it would be a small amount. On a proposal by Cllr Reynolds, seconded by Cllr Birch it was agreed that sums required for the legal expenses and insurances be vired from the Bar Stock budget item. Unanimous

Cllr Browning was pleased to inform members that Ongar Cricket Club had agreed to take over maintenance of the cricket square which would result in a substantial monetary saving.

80/17 47/17 Bar and Cellar Refurbishment – deferred from 22nd August 2017 meeting. On a proposal by Cllr Browning, seconded by Cllr Reynolds it was agreed that this item should be deferred and reviewed in six months' time. Unanimous

81/17 Membership – deferred from 22nd August 2017 meeting

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

On a proposal by Cllr Browning, seconded by Cllr Birch it was agreed that this item should be deferred and reviewed in six months' time. Unanimous

82/17 Unauthorised use of the Sports Field by organised sports groups.

Recommendation from the Jubilee Park Working Group

- Members agreed unanimously that the draft letter as attached to the agenda is issued to any unauthorised users.
- To agree the draft booking form and proposed fees.

On a proposal by Cllr Browning, seconded by Cllr Birch it was agreed that the working group liaise with the Clerk to draw up an appropriate booking form. Unanimous.

- To consider signage be placed on the field 'No unauthorised use. For further information, please contact the Site Manager'

On a proposal by Cllr Browning, seconded by Cllr Birch it was agreed that six purpose made signs, as above, be purchased and installed. Unanimous.

On a proposal by Cllr Birch, seconded by Cllr Reynolds it was agreed that funding for the signs should come from the Jubilee Park Marketing budget item.

83/17 Periodic use of the Sports Field

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

On a proposal by Cllr Birch seconded by Cllr Browning it was agreed that the working group liaise with the Clerk to draw up an appropriate form – 'rolled in' with the booking form at item 82/17.

84/17 Floodlights Training Sessions

- Members noted the current hourly charge of £10 per hour.
- On a proposal by Cllr Reynolds, seconded by Cllr Birch it was agreed that the charge for the 2018/19 season should be £12.00 per hour.

Cllr Freeman left the meeting at 4.35pm.

85/17 Section Fees

Recommendation from the Jubilee Park Working Party

Members reviewed the current Section Fees arrangements.

On a proposal by Cllr Reynolds, seconded by Cllr Birch it was agreed to accept the JPWG recommendation that the different Football sections be treated as one section. Unanimous.

To agree a revised structure including price adjustments deemed necessary for 2018/19.

On a proposal by Cllr Birch, seconded by Cllr Browning it was agreed that prices should be increased by 3% on base costs for the 2018/19 season. Unanimous
Cllr Freeman re-joined the meeting at 4.45pm.

86/17 Dog Fouling on the Sports Field

- Members noted that a complaint about dog fouling had been received from a regular user of the Sports Field
- Members noted that there are conflicting signs currently on the field. Old signs say 'No Dogs', newer signs say 'Dogs must be kept on a lead'.

On a proposal by Cllr Birch, seconded by Cllr Reynolds it was agreed that signs should be erected, as a minimum at all entrances, to convey the following information:-

No dogs are allowed on the sports field.

All dogs in the Jubilee Park area to be kept on a lead.

It is an offence to allow your dog to foul and not clear it up.

Some advisory information on the potential harm to (children's) health from contact with dog faeces.

Carried – 2 in favour, 1 against, 1 abstention.

Members requested that staff obtain costings and sample sign layout for consideration at the next meeting.

2 members of the public left the meeting at 5pm.

87/17 On a proposal by Cllr Birch, seconded by Cllr Browning it was agreed to exclude the press and public for the next section of the meeting under the Public Bodies (Admission to Meetings) Act 1960. Unanimous

89/17 The Committee RESOLVED to permit the press and public to return to the meeting under the Public Bodies (Admission to Meetings) Act 1960

90/17 There were no Matters raised by members for the next agenda

The meeting closed at 5.10pm

Signed

Date