

**MINUTES OF THE JUBILEE PARK STEERING COMMITTEE  
MEETING HELD ON 17 MAY 2018**

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

Other: M Jarvis (Jubilee Park Manager)

**01/18 Apologies for absence**

Apologies were received from Cllrs Devonald and Mendoza.

**02/18 Declaration of Disclosable Pecuniary Interests (DPIs), Other Pecuniary Interest and Non Pecuniary Interests under the Council's adopted Code of Conduct.**

None received.

**03/18 Public participation session with respect to items previously notified to the Clerk**

None present.

**04/18 Apologies for absence**

Noted this item repeat of 01/18.

Cllr Browning stated that he was going to alter the running of the Agenda as Cllr Birch could not remain for the full duration of the meeting. Agenda items 18/18 to 21/18 would be brought forward.

*Jubilee Park Manager left the meeting at 3.34pm*

**18/18 The Council RESOLVED 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 matters.**

Cllr Browning proposed and Cllr Birch seconded to exclude the press and public for this meeting. Unanimously **AGREED**.

**19/18 Bar Staffing**

**20/18 Staff transfer to OCST**

**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.**

Cllr Birch proposed and Cllr Browning seconded to permit the press and public to return to the meeting.

Unanimously **AGREED**.

*Jubilee Park Manager returned to the meeting at 3.50pm*

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

The minutes of the 1<sup>st</sup> and 15<sup>th</sup> March 2018 were unanimously agreed as being correct and true records and duly signed.

**06/18 Finance**

The finance reports for February, March and April were noted.

Cllr Reynolds stated that the final figures were distorted as items had been included which were non-committee budget items.

Cllr Browning proposed and Cllr Freeman seconded that Cllr Reynolds consult with the Finance Officer to produce a true end of year figure. Also to investigate the fluctuation of individual budget items.

Unanimously **AGREED**.

### **07/18 Bar Management**

The stock audit reports from the 18<sup>th</sup> January 2018 were noted.

Cllr Birch noted that the wastage figures amounted to approximately 5% of the gross profit and this needed attention. The current pricing of spirits was noted.

*Cllr Birch left the meeting at 4.07pm.*

Cllr Freeman proposed and Cllr Browning seconded that the price for spirit be adjusted to £2.45 together with baby mixers to £1.30 with immediate effect.

Unanimously **AGREED.**

### **08/18 Unauthorised use of the sports field by organised sports groups. Periodic use of the sports field**

a) Noted the agreed booking form following on from the JPSC meeting held on the 1<sup>st</sup> 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.

Cllr Reynolds proposed and Cllr Freeman seconded that a booking form must be completed with the stated fee being paid at present. The Working Group to advise on fee variation if considered practical and report to the next JPSC meeting.

Unanimously **AGREED.**

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.

Cllr Freeman proposed and Cllr Browning seconded that a booking form is completed annually with a nominal annual fee of £1.

Unanimously **AGREED.**

### **09/18 Dog fouling on the sports field**

Cllr Reynolds proposed and Cllr Browning seconded that the four signs were purchased at a cost of £266.32 (plus VAT).

**VOTE:** 3 for

1 against

### **10/18 External notice board and postal box**

Cllr Reynolds proposed and Cllr Browning seconded that a notice board 750 x 750 be purchased at a cost of £140.00 (plus VAT) and a postal box allowing a budget of £50.00 (plus VAT).

Unanimously **AGREED**

### **11/18 Ground Maintenance**

Cllr Browning proposed and Cllr Reynolds seconded that verti-draining is carried out as detailed in the specialist quotation and be done twice during the playing season. Funding to be provided from the brewery discount scheme. Additionally, this funding to be ring fenced with a recommendation being made to Full Council.

Unanimously **AGREED.**

### **12/18 Enlargement of the second football pitch**

a) It was noted the requirement and costings received.

b) To note how and when the proposed work can be carried out.

Cllr Browning proposed and Cllr Freeman seconded that the necessary work is undertaken well before the start of the new season. Two more quotations are obtained for the tree work and recommendation made to Full Council (Open Spaces) to proceed. Remaining work to be carried out by Jubilee Park staff and assistance from the Outside Spaces Supervisor.

Unanimously **AGREED.**

**13/18 Memorial bench**

- a) The request by a resident to have a bench installed was noted.
- b) Cllr Reynolds proposed and Cllr Vaz seconded that confirmation of approval be sent to the resident concerned.

Unanimously **AGREED.**

**14/18 Building Maintenance**

- a) Cllr Freeman proposed and Cllr Browning seconded that both quotations i.e. to replace the Squash Court entrance door and applying protection paint to the ends of the corrugated roof sheets, be accepted.

Unanimously **AGREED.**

- b) Cllr Freeman proposed and Cllr Browning seconded that the entrance gates be repaired as a matter of urgency. Also that CIF grant application be investigated to install a new gate.

Unanimously **AGREED.**

**15/18 Signage**

Cllr Freeman proposed and Cllr Browning seconded that the six no. signs were obtained as a matter of urgency.

Unanimously **AGREED.**

**16/18 Herras fencing protection to goal posts**

- a) It was noted that 2 no. panels have been vandalised and need replacing. Cllr Reynolds proposed and Cllr Freeman seconded that the Herras panels, panel clips and hinges are obtained.

Unanimously **AGREED.**

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

- a) It was noted that pitch use applies to Sundays only.
- b) Cllr Browning stated that he had already advised Ongar Athletic of the requirement to organise their fixtures in conjunction with Ongar United, such that only one home fixture was played on any Sunday.
- c) Cllr Browning proposed and Cllr Reynolds seconded that Ongar RFC (junior section) will be expected to be responsible for a Safeguarding Policy and implementing it in conjunction with site conditions. Additionally, the requirement to use two changing rooms to be booked in advance with the Site Manager.

Unanimously **AGREED.**

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

- Bar pricing – to re-examine wine and soft drink prices
- Bookings by Sections – to re-examine present arrangement for exclusive use
- Private bookings – to re-examine present arrangements for facility use by public
- Working Group – To elect three committee members.

**The meeting closed at 5.08pm**

**Signed .....**

**Date .....**