



**MINUTES OF THE JUBILEE PARK STEERING COMMITTEE MEETING**  
**Held in the COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR**  
**Thursday 26<sup>th</sup> July 2018**

**JP31/18 Those present and apologies for absence**

Present: Councillors Browning (Chairman)  
Councillors: Birch, Reynolds  
Also present: Mark Jarvis (Jubilee Park Manager)  
Public: None present  
Press: None present

**Resolved.** Apologies were accepted from Cllrs Vaz, Mendoza, Devonald and Freeman. Proposed Cllr Browning, seconded Cllr Birch and carried unanimously.

**JP32/18 Declaration of Disclosable Pecuniary Interests.**

There were no declarations of interest.

**JP33/18 Public participation session with respect to items on the agenda previously notified to the Clerk.**

No items have been reported.

**JP34/18 To agree the Jubilee Park Steering Committee minutes of the 31<sup>st</sup> May 2018**

**Motion.** The minutes of Full Council Meeting held on 31<sup>st</sup> May are approved as a true record.

**JP35/18 Bar Staffing**

Details of the 'holiday pay' for casual staff were noted.  
Copies of the 'job description' were distributed and noted.  
The present remuneration levels which exclude 'holiday pay' were noted.

**Cllr Birch proposed** that the following revisions:-

Monday – Thursday - £8.50 per hour  
Friday, Saturday, Sunday - £10.00 per hour  
Functions - £10.00 per hour  
To be inclusive of 'holiday pay'

The 'job description' to be sent to bar staff together with notification of rate adjustment.

**Cllr Browning seconded.**

**Voting was unanimous.**

**JP36/18 Unauthorised use of sports facilities by organised groups. Periodic use of the sports field**

**Cllr Birch proposed** a structure on usage commencing at £12.50 per hour or part hour.

**Cllr Browning seconded.**

**Voting was unanimous.**

**JP37/18 Building maintenance.**

Deferred until further information available.

Cllr Feetham (non-committee member) joined the meeting at 10.40am.

**JP38/18 Community Infrastructure grant.**

Deferred with agreement that Cllr Reynolds and the Locum Clerk would take the matter forward.

**JP39/18 Bar Stock Control**

JP Manager provided information on the measuring device.

**Cllr Birch proposed** that the device was not purchased.

**Cllr Browning seconded.**

**Voting – 1 Against**

**JP40/18 To note bar stock audit**

Noted.

**JP41/18 Ongar Rugby Football Club**

**Cllr Reynolds proposed** that the request to site a second storage container be accepted. Noting that laurels must be planted to obscure one side and rear to the new container.

**Cllr Browning seconded.**

**Voting was unanimous.**

**JP42/18 Café**

**Cllr Reynolds proposed** that the café opening is trialled for one month on the basis of using one staff member. JPWG to be provided with hours of opening, what is to be sold and at what cost.

**Cllr Browning seconded.**

**Voting was unanimous.**

**JP43/18 Walkway between the public footpath and the external door to the changing rooms**

**Cllr Reynolds proposed** that the pathway is formed at material cost only which should not exceed £100 (plus VAT). The OTC exterior work supervisor to arrange for labour which would be cost free.

**Cllr Birch seconded.**

**Voting was unanimous.**

**JP44/18 Date of next meeting**

To be arranged as required

**The meeting closed at 11.15am**

**Signed:**

**Date:**