



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

12 Wittering Walk, The Parade,
East Wittering, West Sussex, PO20 8RR

Telephone: 01243 673588

Ewbpcmail@gmail.com

MINUTES OF THE ASSETS AND OPEN SPACES COMMITTEE MEETING HELD ON 21ST MAY 2018 AT BRACKLESHAM BARN

	COMMITTEE MEMBERS
PRESENT:	Clr. B. Reeves Clr M. Lawson Clr T. Glithero Clr R. Lowe
APOLOGIES:	Clr. T. Dixon
IN ATTENDANCE:	Mrs. S. Tate (Parish Clerk)

18.32 **Declarations of Interest.**
None

18.33 **Minutes of the meeting held on 24 April 2018**
The minutes of the meeting held on 24th of April were confirmed as a correct record, to be signed by the Chairman at the next available opportunity

18.34 **To receive a copy of the financial statement for Bracklesham Barn & Park**
The committee received verbal update on the financial position for the first month of the year. The committee discussed current financial reporting and requested that the Clerk consider ways in which the quality of information could be improved to better separate building maintenance costs, open spaces maintenance costs and general trading activity costs.

18.35 **To consider a request for use of the Barn facilities for an adult senior league football team starting in September 2018**
The committee agreed that it would be beneficial to help a senior team to establish at the Barn and bring the football pitches back in to use.

*On this basis, the committee **AGREED** to make the following offer to Wittering United:*

- *No charges for use of the changing rooms or pitches for the first year*
- *The football club to be responsible for marking out and preparing the pitches*
- *The changing rooms to be left clean and tidy, all rubbish to be removed after each match*
- *Any damages to fixtures and fittings to be paid for by Wittering Utd.*
- *Full fixture list to be provided by the end of August each year for the forthcoming season so that we can avoid taking bookings that conflict with the match schedule. Additions/alterations to the agreed schedule will only be permitted if they do not conflict with existing bookings.*
- *From year 2 onwards, a small charge will be levied for the use of the changing rooms to contribute towards the ongoing additional maintenance costs (e.g. contract cleaners, replacement equipment etc.)*

18.36 **To receive an update on the Park Run**

The committee requested that the Clerk write to the event organiser to clarify the following points:

- How often the Park Run would take place?
- What day of the week?
- What time of day?
- What arrangements were in place to clean up litter after the event?
- What mitigation measures the organiser would take to avoid damage to the playing field?
- How the organiser would indemnify the council against the cost of any damages and subsequent repairs caused to the ground by the event?

The committee discussed the organisers request to have a local catering concession on site to sell refreshments to the Parkrun participants.

The Clerk advised that if a catering concession slot were to be made available for the Parkrun, in the interests of transparency and fairness it would need to be open to all businesses to apply via a competitive tendering process.

The committee directed the Clerk to report back at a subsequent meeting once these points had been clarified.

18.37 Miss Carla Dance Request for Additional Activities and Services

The committee considered the various proposals put forward by the Miss Carla Dance School for additional commercial and charitable activities and services at the Barn.

After consideration of the various proposals, the committee requested that in the first instance the new community charity needed to be set up in a suitable manner, with robust management and governance structures and suitable financial controls to ensure transparency and independence. After this, the committee would be in a position to consider the charitable proposals more closely.

The commercial proposals were not currently possible within the space available at the Barn, but would be taken into account in any future plans to improve or develop the facilities.

18.38 To Receive an Update on the Pantomime

The Clerk advised the committee that she had contacted the Pantomime organisers, informing them that they need to confirm if there will be a Pantomime this year by the end of June 2018. The Clerk advised the Pantomime that the hire rate for the complex would be £265/day for the duration of the show. The Clerk also requested that the group remove the remaining items being stored in the changing rooms and goalpost store by the end of July in readiness for the football team re-starting in the autumn. Any items not removed by this time will be disposed of.

At present we are awaiting a response.

18.39 To receive an update on S106 improvements

Appointments have been booked with 3 x flooring companies, 3 x audio visual companies and 3 x building contractors to quote for the new floor in the community room, the relocation and upgrade of the sound system and the knocking through the side wing walls.

18.40 To receive an update on the Parish Office Move

3 x quotes have been received for the new glass wall to the front reception area. 3 x Building companies are booked in to quote for ripping out and making good the existing reception desk and inserting a roof light into the new office area. The aim is to have completed the move by the end of July, subject to contractor availability.

18.41 To Appoint a Cleaning Contractor

4 x companies had been approached to quote for the job. One had declined to put in a price after

assessing the job, whilst another had not come back to the Parish council. Of the two remaining quotes, one was significantly higher than the other. It was also significantly higher than the rates being paid by similar local facilities in a benchmarking activity that the Clerk had conducted.

*The committee **AGREED** that the Clerk be authorised to appoint 'Windrush' as the approved cleaning contractor with effect from 4th June 2018.*

18.42 **To Consider Interim Caretaking Arrangements at the Barn from 1st June Onwards**

The Clerk updated the Committee that the caretaker would be leaving on Wednesday 30th May. The new cleaning contractor was due to start on Monday 4th June, which would cover the general housekeeping activities formerly completed by the caretaker. In addition, the Clerk and Assistant Clerk would be based at the Barn 1-2 days per week until the Parish Office move had completed. There would still be a need for additional ad-hoc assistance with set-up and breakdown after events and functions, particularly out of hours at evenings and weekends. The Clerk recommended that in the interim this could be completed by Darren Banks, who had indicated a willingness to take the work on, and is familiar with both the building and procedures as he has previously assisted the caretaker.

*The Committee **AGREED** to authorise up to 20 hours of ad-hoc support per month until the staffing committee has had time to complete its review of ongoing requirements at the Barn.*

18.43 **A.O.B.**

The Clerk advised the Committee that the lease for the new Youth Club building with the Girl Guides had completed on Friday 18th June.

The Clerk advised that the work to upgrade the MUGA pitch and install the outdoor gym would commence on 11th June.

Cllr Reeves requested that the Clerk prepare a detailed report on the Downview recreation ground and facilities, including all lease agreements, buildings and equipment for the Committee to consider at their next meeting.

Signed _____

Date _____

Action	Person Responsible
Consider ways of improving financial reporting of Assets & Open Spaces	Clerk
Write to Wittering United outlining the Councils offer	Clerk
Write to Parkrun organiser to clarify outstanding points	Clerk
Continue to progress S106 improvements	Clerk
Continue to progress Parish Office move	Clerk
Appoint cleaning contractor	Clerk
Arrange interim caretaking cover	Clerk
Prepare report on Downview Recreation area	Clerk