

Orchard Park Community Council

Minutes of the meeting of the Community Council held on Wednesday 13th January 2016 at 7pm at the Community Centre, Orchard Park.

Present: Councillors, Y Macaulay (Chair), R Nixon (Vice Chair), E Meschini, F Oboloje and B Brenton.

In attendance: V Wood (Clerk) Lewis Owen (Centre Manager) District Cllr's N Davies and C Cross in attendance.

CC15/117 **To receive and approve apologies for absence:** Apologies received and accepted from Cllr's A Chan, C Hosmer and D Warren, County Councillor D Jenkins and M Mason.

CC15/118 **Disclosures of Interests** –There were no disclosure of interest.

CC15/119 **Public Participation:** There was no public participation.

CC15/120 **Minutes, to agree minutes of the meetings on 9th December 2015:** The minutes for the meeting of 9th December 2015 considered. Cllr Oboloje proposed that they be signed as true record, motion seconded by Cllr Brenton, all in favour the minutes signed. No matters arose.

CC15/121 **To receive reports from District and County Councillors:**

A report from County Councillors is received and noted: No questions or comments arose.

A report from District Councillors is received and noted: Cllr Cross added that following the suggestion to implement congestion charges in the City Centre members had urged that they look at the causes first rather than implement the charge.

Cllr Macaulay asked how the plans to introduce new housing companies would assist with the funding problem. Cllr Davis replied that the plan was diversify to increase. Cllr Macaulay also asked for clarification regarding the proposed reduced number of District Councillors, Cllr Davis replied that the numbers for Orchard Park would be likely to remain the same.

CC15/122 **Centre Manager:** A report from the Centre Manager is received and noted, which included:

- i) **Facilities Usage:** Members are updated with the invoiced amounts, income figures and current usage. He added that the Centre had lost another regular booking on a Monday morning due to budget and lack of support to our Surestart children's group.
- ii) **On-going Maintenance:** Members updated with the monthly maintenance schedules and forthcoming requirements. It is noted that at the last Astro maintenance the sand levels are reported as very low. A discussion arose regarding why it had only just been recognised as very low sand levels and that surely an advisory should have been noted earlier. It was agreed that sand levels should be replaced but the Centre Manager was asked to gain

clarification as to why it had not been recorded earlier and establish whether this could be due to a membrane leak.

- iii) **Venue hire and terms and conditions:** Members discussed the suggestions which the Centre Manager had put forward to increase the price structure slightly on a scale/tier system and the additions to the terms and condition to tighten up some of the areas which were not working so efficiently. Cllr Oboloje asked if comparisons with other local Centres had been undertaken, the Centre Manager confirmed this had been completed.
- iv) **Security and callout payments:** The new price banding included a fee for late evening bookings which would include a caretaking fee, in order to remunerate anyone attending to the lock and secure the building after the event. Cllr Meschini proposed that a fee equivalent to the hourly rate of the staff member attending should be applied and that the charges should be sufficient to cover this. The conditions could be finalised between the Clerk and the Centre Manager. This motion was seconded by Cllr Nixon a vote of all in favour is recorded.

CC15/123 **Community Development:** Members are updated with the feedback form the Christmas event and agreed that this did work better having been swapped back to the Community Centre. They were advised that the Farmers Market arranged for the 13th February should be cancelled due to lack of support, members in agreement. It is agreed that we should diversify for these events and open them up to other markets. **Action:** CM/Clerk add to stall finder.

CC15/124 **Clerks Report:** A report from the Clerk is received and noted which included general correspondence updates and details on:

- i) **On-going remedial and finishing works:** The Clerk updated members with the information she has received stating work was due to resume on 11th Jan but that to-date the completed work varied from the original schedules. Members requested that the Clerk should advise Lucy Frazer of the slow progress. **Action:** Clerk
- ii) **POS' updates and on-going land transfers:** Information has been received from Taylor Wimpy that LAP's are ready for transfer, there is however a restriction in favour of Kings Hedges investment. After a lengthy discussion it was decided that the Clerk should engage our solicitor to check the paperwork before accepting the transfer, as SCDC no longer accept the transfers of public open space. The Clerk should also check the stated s106 agreement relating to said transfers. This motion was proposed by Cllr Meschini and seconded by Cllr Brenton, all in favour. **Action:** Clerk
- iii) **Grounds Maintenance:** Members considered at length all four grounds maintenance proposals and the costings for in-house maintenance. They made comparisons to the man hours suggested for the contract's and the in-house estimate. After considerable discussion the in-house quotation was rejected due to initial outlay, chemical and tool storage and personnel administration. After further discussion regarding the remaining options Cllr Meschini proposed that the contract be awarded to East Cambridge District Council, this motion was seconded by Cllr Oboloje and a vote of all in favour is recorded. **Action:** Clerk to implement.

CC15/125 **Web Site and Logo's:** Members considered the change of Logo to coincide with

the new web design, after careful consideration and discounting logos which showed similarity to other company's and those with too much colour for printing cost reasons Cllr Meschini proposed we adopt Logo 2 page 2, this was seconded by Cllr Brenton. All in favour, with the provisory no objection followed from residents having been notified in our next newsletter and other media communication. **Action:** Clerk.

CC15/126 **Community Award Nominations:** Members were asked to give consideration to the Community award scheme and put forward any names for nomination. Various areas of voluntary community work were discussed, one name stood out in recognition of the help and support in voluntarily clearing litter and rallying additional help and raising awareness. Cllr Oboloje proposed that Marysol Bell be nominated for her dedication with litter control in an environmental effort. This was seconded by Cllr Meschini. All in favour of nominating Marysol. **Action:** Clerk.

CC15/128 **Resource Committee:**

- i) The minutes of the meeting of the 8th January are noted.
- ii) Consider committees recommendations for the current BCR – No recommendations.
- iii) Consider committees recommendation for the budget – Members considered recommendations of the Resource Committee on the revised draft budget.

CC15/129 **Finance**

- i) **Payments:** Payments for December 2015 were considered, Cllr Nixon proposed they be approved, seconded by Cllr Meschini, all members in favour, payments approved and duly signed.
- ii) **Change of Signatory:** All members are in favour of Cllr Warren resuming his signatory status following the resignation and subsequent removal of Cllr Colbran's authority, the signatures on all Bank accounts will be Cllr's Y Macaulay, D Warren and E Meschini. **Clerk to action.**
- iii) **Budget & Precept:** discussion on Budget requirements, Members considered the budget lines proposed by Resource Committee and approved. Cllr Oboloje proposed that the budget be accepted and the requirement of £67,517.00 administrated. Cllr Meschini seconded this motion, a vote of all in favour is recorded. **Precept is set at £67,517.00**
Action: Clerk.

Members of the public are requested to leave the meeting room before personnel issues can be discussed).

CC15/130 **Personnel**

Staffing: Update on Staffing issues.

- i) Staff and member training – The Clerk advised Members of the costings for both pre-arranged Member training and privately arranged. There are

currently no pre-arranged courses listed. Members asked if the Clerk would liaise with other parishes on days and timing to see if privately organising training would be feasible. **Action:** Clerk.

- ii) Staff Sickness – Members discussed triggers and levels of sickness, the Clerk was asked to ensure staff received the appropriate consideration and that they have access to adequate protective clothing and tools provided for the tasks.

The meeting closed the at 9:40pm

Sign.....Chair

Date.....