

Minutes of the meeting of the **AMENITIES COMMITTEE** held on **Monday 17<sup>th</sup> November 2014 at 7.15 pm in the Pump Rooms, Teme Street, Tenbury Wells.**

**PRESENT:** Cllr J. Da Costa (Chairman), Cllr M. Drummond (Deputy Chair), Cllr J. Fielder, Cllr E. Weston, Cllr D. Ingram

**IN ATTENDANCE:** Town Clerk, The Mayor

**APOLOGIES:** Cllr M. Brennan

**4.1 Apologies. To consider the acceptance of apologies for absence from Councillors.**

Apologies had been received from Cllr Brennan.

**RESOLVED** that apologies be accepted.

**4.2 Declarations of Interest**

None.

**4.3 Public Participation.**

Mr John Stirling addressed the meeting regarding his application to hold more regular car boot sales on the Burgage and said he felt that six extra boot sales per year from April to September would work well. He felt that Sunday was the best day. He would still hope to hold the Bank Holiday car boots as well making a total of 10 events per year. Mr Stirling was thanked for his attendance.

**4.4 To approve as a true and accurate record the resolutions and Minutes of the Amenities Committee meeting held on 15<sup>th</sup> September 2014.**

The Minutes of the previous meeting held on 15<sup>th</sup> September 2014 were approved and signed by the Chairman as a true and correct record of proceedings.

**4.5 Premises Reports.**

- Tennis Courts – Cllr Drummond – All in order
- Palmers Meadow – Cllr Da Costa – Pitch churned up badly due to heavy rains. White fencing remains piled up. TUFC to be chased about this.
- Cemetery – Cllr Weston – All in order
- Burgage & Play Area – Cllr Fielder – Bonfire area is wet and needs time to recover. Some nettles by the entrance to play area should be removed. This was noted by the Groundsman.
- Bowling Green – Cllr Ingram – Autumn maintenance has been carried out. Looked good.
- Skate Park – Cllr Brennan – No report. The Chairman said there had been no change.

**4.6 To consider further requests to hold extra Car Boots on the Burgage.**

Members considered whether more car boots should be allowed per year and felt that an extra six would be possible in the finer months from April to September.

**RESOLVED** to invite tenders from those wishing to run the car boot sales and to recommend to full Council that car boots be allowed on the Burgage ten times per year, once per month from April to September plus the four bank holidays

The Clerk was asked to invite those who had already expressed an interest to provide more detailed proposals.

**4.7 To consider a request to site a new memorial bench on the Burgage.**

Mr John Large wished to pay for supply and installation of a new bench on the Burgage in memory of his parents. The area would be adjacent to the three small cypress trees beside the footpath looking back towards the pavilion area. Members had no objection to this request.

**RESOLVED** to approve request for a bench to be sited on the Burgage.

**4.8 To consider final design proposals and funding options for the young children's play area.**

Members considered the revised proposals from the two shortlisted suppliers and agreed that the preferred proposal was from Sovereign Design Play Systems Ltd both from the point of view of the layout and larger amount of play equipment included and the slightly lower cost. The Sovereign Design Play Systems Ltd quotation included a perimeter fence but the Clerk had also obtained a separate quotation for the fencing from the same contractor who had supplied and installed the fence on the existing play area. This was less than the price included by Sovereign Design Play Systems Ltd. Members agreed that it would be better to have the fencing installed separately at a saving of almost £1000. Members then considered the current reserves and the opportunities to

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draw down Section 106 monies arising from the Tenbury View development and felt that in light of this the play area should be funded immediately with the reserves so far set aside for this project and the proceeds of the sale of the Old Mortuary building.

**RESOLVED** to proceed with the quotation received from Sovereign Design Play Systems Ltd minus the supply and installation of fencing; to proceed with supply and installation of fencing as per quotation from RPS Grounds Maintenance and to recommend to Full Council that monies be allocated immediately from reserves to fund this project so that work could be completed in early 2015.

#### **4.9 To review Actuals v. Budget to date.**

Members reviewed their budget to date and agreed it was on target. (Appendix A)

**RESOLVED** that the budget position be accepted

#### **4.10 To consider charges for use of Council Facilities in 2015/16.**

Members considered charges for facilities and felt that no increase should be made.

**RESOLVED** with 4 For and 1 Against that it be recommended to the Finance Committee that there be no increase in charges for 2015/16. Proposed charges as per Appendix B.

#### **4.11 To consider items for inclusion in the 2015/16 Budget and agree the Amenities budget to be put forward for consideration by the Finance Committee on 24th November 2014.**

Members considered the proposed budgets (Appendix C).

**RESOLVED** that the proposed Premises budget for 2015/16 be recommended to the Finance Committee for final consideration.

#### **4.12 Correspondence for Information**

None

#### **4.13 Councillors' reports and items for future agenda.**

Groundsman – What is to happen with the River of Poppies area. It had been dug over as instructed by the previous meeting but Cllr Fielder had not chosen bulbs so no further work had been done. Cllr Weston said snowdrops and crocuses should be planted and all agreed. The Groundsman and the Clerk were left to sort this out.

#### **4.14 Exclusion of the Press and Public.**

**RESOLVED** that the press and public be excluded from the meeting during consideration of the following items of business because it is likely that in view of the nature of the business to be transacted, there would be disclosure of exempt information, as defined in Section 100(I) of the Local Government Act 1972:-

#### **4.15 To be advised on quotations for Autumn treatment of the Bowling Green.**

Members were informed that following the last meeting it had become clear that more in depth work would be required to renovate the bowling green over the winter. The Clerk had sought quotations for the work but had only been able to get two quotations. Avonmore Associates the contractor who had carried out the works in 2012 had quoted the same price as in 2012 and the second contractor, Phil Day Sports could not quote for all of the works required because they were not specific bowling green specialists and did not have all the necessary equipment. Their prices for what they could do were slightly higher than Avonmore. As the work needed to be carried out urgently the Clerk had approved the work to be carried out by Avonmore Associates. Members felt the Clerk had acted acceptably in the circumstances and endorsed the appointment of Avonmore Associates to carry out the works.

#### **4.16 To consider quotations received for Mowing of Burgage & Palmers Meadow.**

Members considered quotations from three local contractors. Members discussed whether the Kyre Banks should be cut twice per year as had been done in the past or cut only once and then chemically treated. The majority felt that chemicals should not be used and that two cuts per year were preferred. The most competitive price had been submitted by MTM Contracting Ltd who had carried out mowing services in 2014/15.

**RESOLVED** that 1 year contract for 2015/16 be awarded to MTM Contracting Ltd.

Meeting closed at 9:01pm

Signed .....

Dated .....

AMENITIES							AMENITIES					
EXPENDITURE	Re Forecast Budget 20/10/14	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	INCOME	ORIGINAL BUDGET	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED
	2014-15	2014-15	Nov-14	Dec-14				2014-15	Nov-14	Dec-14		
<b>Bowling Green</b>												
Treatment & Scarifying	2400	2400	45.00	2,235.00	93%	2,400.00	Bowling Club	560	561.00	561.00	100%	561.00
							Bowling League	560	561.00	561.00	100%	561.00
							Pay per Use Fees					
	<b>2,400.00</b>	<b>2,400.00</b>	45.00	2,235.00	93%	2,400.00		<b>1,120.00</b>	<b>1,122.00</b>	<b>1,122.00</b>	100%	<b>1,122.00</b>
<b>Tennis Courts</b>												
Repair & Upkeep	1200	5700	4,996.55	4,996.55	88%	5,200.00	Tennis Club Fees	980	982.00	982.00	100%	982.00
Tennis Courts Project Reserves	2000	2000	2,000.00	2,000.00	100%	2,000.00	Pay per Use Fees	250	102.00	102.00	41%	150.00
	<b>3,200.00</b>	<b>7,700.00</b>	<b>6,996.55</b>	<b>6,996.55</b>	<b>91%</b>	<b>7,200.00</b>		<b>1,230.00</b>	1,084.00	1,084.00	88%	1,132.00
<b>Burgage</b>												
Grass Cutting	2300	2300	2,193.75	2,193.75	95%	2,300.00	Bonfire	120	120.00	120.00	100%	120.00
Kyre Bank Strimming	800	800	600.00	600.00	75%	800.00						
Play Area	500	500	24.25	24.25	5%	500.00	Car Boot Sales	600	620.00	620.00	103%	620.00
Shrubs & Flowers	400	400	82.50	82.50	21%	400.00						
Japanese Knotweed	500	500	500.00	500.00	100%	500.00						
Premises License	70	70	70.00	70.00	100%	70.00						
Honeycomb Grid for Access	2000	2000	2,000.00	2,000.00	100%	2,000.00						
New Play Area Fund	2000	2000	2,000.00	2,000.00	100%	2,000.00		720	740.00	740.00	103%	740.00
	<b>8,570.00</b>	<b>8,570.00</b>	<b>7,470.50</b>	<b>7,470.50</b>	<b>87%</b>	<b>8,570.00</b>						
<b>Palmers</b>												
Grass Cutting	2300	2300	2193.75	2193.75	95%	2300.00	Football Club	1006	997.00	997.00	99%	1,006.00
Hedge Cutting	150	150	100.00	100.00	67%	150.00	Rugby Club	614	458.50	458.50	75%	614.00
Car Park Rates	4300	4300	3391.00	3815.00	89%	4239.00	May Fair		735.00	735.00		735.00
Repainting of Carpark Lines	1000	1000	1000.00	1000.00	100%	1,000.00	Scout Hut	5	5.00	5.00	100%	5.00
Project Reserves Skate Park	2000	2000	2000.00	2000.00	100%	2,000.00	Skip Rent, annual.		450.00	450.00		450.00
Project Reserves Car Park	4000	4000	4000.00	4000.00	100%	4,000.00						
	<b>13,750.00</b>	<b>13,750.00</b>	<b>12,684.75</b>	<b>13,108.75</b>	<b>95%</b>	<b>13,689.00</b>		<b>1,625.00</b>	<b>2,645.50</b>	<b>2,645.50</b>	<b>163%</b>	<b>2,810.00</b>
<b>General Costs</b>												
Groundsman Tools	800	800	438.94	780.19	98%	700.00	Cemetery charges	205	80.00	80.00	39%	120.00
Petrol/Diesel	150	150	85.92	85.92	57%	100.00						
Maintenance of Equipment	750	750	481.00	481.00	64%	700.00						
Maintenance Costs	1200	1200	951.37	951.37	79%	1,200.00						
Tree Work	100	3600	3,245.00	3,245.00	90%	3,600.00						
Groundsman Training	580	580	7.50	7.50	1%	580.00		205	80.00	80.00	39%	120.00
	<b>3,580.00</b>	<b>7,080.00</b>	<b>5,209.73</b>	<b>5,550.98</b>	<b>78%</b>	<b>6,880.00</b>						
								4,900.00	5,671.50	5,671.50	116%	6,224.00
	<b>31,500.00</b>	<b>39,500.00</b>	<b>32,406.53</b>	<b>35,361.78</b>	<b>90%</b>	<b>38,739.00</b>						
<b>Contingency Fund</b>	200	200				200.00						
<b>AMENITIES TOTAL</b>	<b>31700</b>	<b>39700</b>	<b>32406.53</b>	<b>35361.78</b>	<b>89%</b>	<b>38939</b>	<b>AMENITIES TOTAL</b>	<b>4900</b>	<b>5671.5</b>	<b>5671.5</b>	<b>116%</b>	<b>6224</b>

**Tenbury Town Council - Prices and Charges**

	<b>2015/16</b> <i>Proposed</i>	2014/15	2013/2014	2012/2013
<b>TENNIS COURTS FEES</b>				
ADULT per Hour	£ <b>2.00</b>	£ 2.00	£ 2.00	£ 2.00
16 years and under per Hour	£ <b>1.00</b>	£ 1.00	£ 1.00	£ 1.00
<b>BOWLING GREEN FEES</b>				
ADULT per Hour	£ <b>2.00</b>	£ 2.00	£ 2.00	£ 2.00
<b>Palmers Meadow</b>				
May Fair	£ <b>735.00</b>	£ 735.00	£ 735.00	£ 735.00
Overflow Car Park Car Boot	£ <b>40.00</b>	£ 40.00	£ 40.00	£ 40.00
One Off Pitch Hire 2 hours	£ <b>20.00</b>	£ 20.00	£ 20.00	£ 20.00
<b>The Burgage</b>				
Events charging an entrance fee eg.Bonfire or Applefest	£ <b>110.00</b>	£ 110.00	£ 110.00	£ 110.00
Car Boot	£ <b>160.00</b>	£ 160.00	£ 160.00	£ 160.00
<b>TENBURY CEMETERY</b>				
Residents of Tenbury Wells				
Erection of headstone	£ <b>40.00</b>	£ 40.00	£ 40.00	£ 40.00
Interment in Existing Grave Space	£ <b>40.00</b>	£ 40.00	£ 40.00	£ 40.00
Interment in New Grave Space	£ <b>90.00</b>	£ 90.00	£ 90.00	£ 90.00
Non- residents of Tenbury Wells				
Erection of headstone	£ <b>70.00</b>	£ 70.00	£ 70.00	£ 70.00
Interment in Existing Grave Space	£ <b>70.00</b>	£ 70.00	£ 70.00	£ 70.00
Interment in New Grave Space	£ <b>160.00</b>	£ 160.00	£ 160.00	£ 160.00
<b>Caravans per Night</b>				
per Van under 5 caravans	£ <b>10.00</b>	£ 10.00	£ 10.00	£ 10.00
per Van over 5 caravans	£ <b>8.00</b>	£ 8.00	£ 8.00	£ 8.00
Tents	£ <b>5.00</b>	£ 5.00	£ 5.00	£ 5.00
<b>2015/16</b> <i>Proposed</i>				
<b>The Pump Rooms</b>				
Hour Rate	£ <b>10.00</b>	£ 10.00	£ 10.00	£ 10.00
2 hours	£ <b>9.00</b>	£ 9.00	£ 9.00	£ 9.00
Half Day per hour (4 hours)	£ <b>8.00</b>	£ 8.00	£ 8.00	£ 8.00
Day Rate per hour (8 hours)	£ <b>7.00</b>	£ 7.00	£ 7.00	£ 7.00
Wedding (Half Hour Slot) Main Room and Back Room	£ <b>50.00</b>	£ 50.00	£ 50.00	£ 50.00

