

KESGRAVE TOWN COUNCIL
Community and Recreation Committee Minutes
Minutes of the Meeting of the Community and Recreation Committee held on the 21
November 2016 at Kesgrave Town Council Offices

Councillors Present:

Councillor A Comber (Chair)
Councillor J Ogden
Councillor S Fairbrother
Councillor D Fairbrother
Councillor R Bridgeman

In Attendance:

- Mrs Diane Jimpson (Business and Facilities Manager)
- Mrs Chris Marsh (Service Development Administrator)
- Ms Sarah du Boulay (Youth Advisor)
- Ms Danielle Redden

Apologies:

- Councillor N Goodchild

Not Present:

- Councillor Lynch
- Councillor Lawson

1. **Welcome and Apologies for absence** - The Chair welcomed those present. Apologies for absence were received as noted above.
2. **Declaration of Interests** – Councillors Comber and Ogden declared a non-pecuniary interest in Minute Number 8 and signed the Interest Book accordingly.
3. **Minutes of the last Meetings** - The Minutes of the Community and Recreation Committee Meeting held on the 19 September were received, considered and agreed, following the vote. (Copy with Minutes).
4. **Officers Report/Update/Matters Arising** – Mrs Jimpson reported that the committee had agreed to consider increasing the hourly hire fees for the Millennium Jubilee Hall, she advised that a 10% increase could allow the hall to cover its operating costs. It was agreed from the 1 April 2017 that hourly rates would be increased to £11 per hour for Monday to Friday, and £16.50 per hour for Saturday and Sunday.
5. **Members of the Public** – There were no members of the public present.
6. **Youth Club**
 - Youth Advisor Update – Ms du Boulay gave a verbal report: Thursday club is going from strength to strength. Tuesday club is in flux due to staff and volunteer shortage, numbers are down as the leaders are not recruiting until they are back to full strength.
 - Youth Leaders Update – Ms Redden gave a verbal report: Numbers for the Thursday (older age group) sessions are regularly between 50 – 60 young people, rapport is good with young people but an increased number of adult presence would improve the session further.

Support from the Police or PCSO's would be appreciated towards the end of the session or when a young person has been asked to leave. A Youth Club fundraising event to be organised next year. Training on 'Dealing with conflict' had been attended by both Tuesday and Thursday leaders.

- Reportable Incidents Update – There were no reported reportable incidences.
- 2nd Quarter Budget 2016/17 Report for the Youth Club was received. Costs are down due to one member of staff less on a Tuesday.

7. **Millennium Jubilee Hall (MJH)**

- Booking are at 50% capacity in weekdays during school term time. New hirer for 2 hours a week.
- The Committee received the 2nd quarter 2016/2017 Budget Report for the MJH. (Copy with Minutes).
- The Committee agreed not to allow the Play group to have a permanent sign or banner at the hall but an "A" board or similar portable sign could be used during their opening times.

8. **Kesgrave Market –**

- The Committee received the 2016/2017 Budget Report for the Market. (Copy with Minutes). Mrs Jimpson advised that the market is currently running with income higher than expenditure.
- A meeting has been held with the Market Manager which included discussion on revised terms and conditions for Market Traders, the Committee deferred their review of the conditions to the next meeting.

9. **Kesgrave Big Lunch Fun Day (KBLFD) 10 June 2017 –** Mrs Marsh reported that KALGA is interested in being involved in the event. Any further offers to host an advertising board in a prominent position should be forwarded to Mrs Marsh as soon as possible. It is planned to use the same sound engineer for the KBLFD if the Christmas Lights Switch On sound is acceptable. Mrs Marsh would follow up the suggestion of a Photography competition and the Scouts will confirm whether they intend to provide catering or promote themselves in another way at the event.

10. **Cemetery –** The Committee considered the purchase of a Hole Borer for internment of ashes, it was decided not to purchase one at an approximate cost of £500 but to recommend hiring one for the very few occasions that the Borer is used.

11. **Budget Bids –** None to report.

12. **Senior Citizens Outing –** A meeting will be held with the volunteers of this event in January to discuss the type of outing on to be arranged for 16 August 2017 and to see whether a further event for Senior Citizens could be held later in 2017.

13. **Play Areas, Open Spaces, Inc. Oak Meadow –** The Committee were informed that work was underway at Oak Meadow to put in the synthetic surface for Football. An application for Section 106 funds has been sent to SCDC for play equipment for younger children and a swing unit for older ones. The application also included 6 pieces of Outdoor Exercise Equipment to be sited outside of the Play Area on Oak Meadow. The work to make some open spaces "vehicle proof" is under way with the gates to the MJH car park also being completed this week. The Committee discussed the relocation of two noticeboards from Ropes/Fentons and Kesgrave Fisheries to the Millennium Hall and Pilbrough's Walk (Oak Meadow), this was agreed. It was suggested that the Office also investigate the possibility of siting a new board near Grange Lane.

14. **Mobile Skate Board Park Equipment** – An application has been made to East Suffolk Youth Priority Action Group to fund the training of 3 volunteers to become Skate Park instructors and be trained in First Aid and Safeguarding with a view to providing activities for children and young people in the May half term week and possible get a regular session started.
15. **Remembrance Service** – Mrs Marsh advised the Committee that the event had been a success with an increase in the numbers attending.
16. **Christmas tree lighting up Ceremony & Extending the Lighting up Area** – The Committee noted that arrangements are in place for this event, including publicity. This is scheduled to take place on Friday, 25th November 2016 at 6pm at the Rupert Fison Centre. Posters used to advertise this event and the Evening of Reflection were designed by Neal Beecroft-Smith and Kesgrave News had been kind in allowing them to feature on the back cover to maximise focus on the event.
17. **Evening of Reflection** – Mrs Marsh verbally updated on the planning for this event which will take place on Friday 16th December 2016 at 7pm at Legion Green, stars have been printed in Kesgrave News and have been made available at the Town Council Office and 2nd Stop shop.
18. **Mobile Pizza Van** – The Committee considered the request to site a Pizza Van at the Town Council Car Park but decided to recommend refusal of this request.
19. Suggestions for the **Press and Media** – There were no additional items suggested.
20. **Matters of sufficient urgency and importance** – Parkrun have requested permission to hold a run on Christmas and New Year's Day, assurances had been given that runs would be happening in Ipswich which would not mean an increase in parking issues for residents, agreement for this was recommended. It was decided to defer a request to replace the projector at the MJH.
21. **Agenda Items for Next Meeting** – Budget bids would be discussed at the next Meeting.
22. **Resolution to exclude the Public and the Press** – None present.
23. **Assistant Youth Worker** - Mrs Jimpson reported that there were 7 applicants for the Youth Worker vacancy, interviews to be held shortly, Mrs Jimpson said that it would be prudent to take on one person for the post and another who may be willing to cover both clubs when there were shortages.
24. **Date of Next Meeting** – It was noted that this is scheduled for Monday, 23rd January at 7.15pm in the Council Chamber at the Town Council Offices.

There being no other business, the Meeting closed at 8.45pm

Signed: Chairman.....Date.....