



Notice of Meeting

Aintree Village Parish Council

You are hereby summoned to the next meeting of the Aintree Village Parish Council Park Committee will be held on Tuesday 29th May 2018 at the Council Chamber, Harrow Drive, Aintree Village commencing at 7.00pm

Mo Kundi
Parish Clerk

- PK0045 To appoint Chairman
- PK0046 To receive apologies for absence
- PK0047 To receive declaration of interest
- PK0048 Public participation
- PK0049 Minutes of previous meeting held on 7th November 2017 (Attached)
- PK0050 Matters arising/Clerk's report
- PK0051 To consider a request from Julie Doyle to operate a tuck shop/cafe from Parish Council premises (Letter attached)
- PK0052 To review terms of Park Committee (Attached)
- PK0053 Date of next meeting



PK0006

Aintree Village Parish Council

Minutes of the Park Committee meeting held on Tuesday 7 November 2017 at 6.30pm

Present Councillors -S Gent (Chair), M Carter, M Wykes

In Attendance M Dilworth (Parish Clerk)

PK 0032 Receive apologies for absence

None

PK 0033 Receive declarations of interest

None

PK 0034 Public participation

None

PK 0035 Minutes of previous meeting

It was resolved to approve the minutes of the Park Committee meeting held on Tuesday 2 August 2017 and the chairman be authorised to sign as a correct record.

PK 0036 Matters Arising / Clerk's report.

Updates by all three committee members and the clerk were given on park matters

It was resolved to apply anti-vandal paint around the perimeter fences to the bowling green after suspected use of the green for football . Clerk to ascertain if F Boyle could undertake this work, if not she will approach Maghull TC for a price.

Clerk to instruct F Boyle not to utilise non-mower equipment unless serviced

PK 0037

Waste Removal

After consideration of a number of options it was resolved to engage Sefton MBC waste services to undertake a weekly waste collection service in preference to the current use of skips

Option 660 Ltrs one collection per week - general waste.

We would like the service to commence as soon as it can be arranged.

We have discussed that the bins will be held within a restricted area and that we will supply you with a key for entry, this will not incur any additional charge.

I understand that the charging year runs from April to March and that we will be charged in advance from the start of the contract to 31 March 2018, at which time a general increase in costs may arise (your estimate being 4%)

Albeit the general acceptance is for an annual contract we may withdraw from your service at any time giving one month's notice.

Current annual cost of £753.00 per annum

PK 0038

Fire Risk Assessment

It was resolved to introduce some basic routine in house inspections

Exits not obstructed

Exit doors all can open

Alarms tested occasionally (and recorded)

Fire appliances observed occasionally (and recorded)

Clerk to obtain costs to replace rear door in chambers (with emergency exit handle)

Clerk to move one fire extinguisher to rear door in chambers

It was resolved to install fire safety signs as per recommendations

It was resolved to purchase fire detector for chambers

Clerk to write a fire evacuation plan - Evacuation point at end of alley adjacent to main gate

Clerk to write straightforward policy for use of own appliances within Parish Council buildings

Clerk to instruct F Boyle to store all chemicals and flammables (eg paint) in store provided

PK 0040

Safe Systems for Winter (Ice & Snow).

PK0007

It was resolved to install notices to advise of danger in MUGA area - General uneven surface & extra care required in adverse weather conditions

It was resolved to close the tennis courts from 1 November to 31 March each year

It was resolved to install notices to advise of danger, with regard to use of the football pitches

It was resolved to purchase a notice board to replace the damaged board located within the Harrow drive park area.

PK 0041

Master Padlock System

It was resolved to purchase 20 padlocks to replace and extend the current master padlock system, with some held as spare stock in case of future vandalism. Cost approx. £160 plus VAT

PK 0042

Legionella & Asbestos Risk Assessment

Clerk to gather understanding and information of requirements on both issues and report back

PK 0043

Park Signs

It was resolved to undertake an exercise of placing signs and notices throughout the park, as advised by outside bodies (external reports) and with reference to other internal endorsements.

to include those mentioned above but not exclusively

PK 0044

Working Party to determine the requirements of operating a park to an agreed level

Working party requires further considerations.

The meeting closed at 9.45pm

Standing Orders having been waived in order to complete the business.

Minutes PK0032 to PK0044 received as a correct record on 19 March 2018

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Chairman

Proposal to Parish Council

JD

Julie Doyle <jhp72@hotmail.co.uk>

Reply

Wed 09/05, 12:23

You

Inbox

You forwarded this message on 20/05/2018 19:28

To whom it may concern,

My name is Julie Doyle and I am contacting the Parish Council for the second time, with a proposal for renting space within Harrow Park/Playing fields with a view to it being used as an outdoor Tea Shop/cafe. The space concerned is the building which already houses a kitchen with a small opening which I have been informed used to be a tuck shop.

I presented my idea to the Park Committee last year and it was well received by the members, however I was informed later on that I couldn't take my idea any further due to there not being Insurance for me to open and close the building using the alarm system (please see copy of the email below)

Parish Council minutes do not detail the whole extent of discussion undertaken but only decisions made

Extract of DRAFT minutes -

Café/Tuck shop in park - Staffing not currently sufficient to commit at present. Clerk to inform J Doyle.

The staffing issue is with ourselves and involves the opening and closing of the unit for your enterprise.

We no longer have our own staff on site (other than a couple of hours at the weekend) and the insurers of the property insists that we do not allow third party users access to the alarm system

The Council believed that it would find it difficult to accommodate your anticipations

Apologies for any inconvenience.

I have enquired about Public Liability Insurance and have been given some details to which I can present to you along with the results of an online survey which was posted to the Aintree Village Community Facebook page, and was very positively received. I have also attached a copy of the questionnaire which I posted to over 100 local residents and also discussed face to face with people in the park and have visited there regularly in the past few weeks, many of whom say they have used the park on a regular basis for years. The outcome of both the questionnaire and the online survey have been overwhelmingly

positive and the overall response has been that the local community welcome the idea of a facility in the park which could offer not only drinks and snacks, but a place to come and socialise with a view to it offering many more services in the near future. I have looked through each response individually and plan to address any issue or concern, ie cost implications, there not being any toilet facilities, the possibilities of vandals etc.

The toilets came up in many conversations during my door to door and face to face communications and the fact that they are not open to use. I would like to emphasise that if there is a presence in the park (ie myself and other cafe staff) then we will be willing to open and close the toilets, to clean them at regular intervals during the day and also to address any issues concerning the toilets.

What was also raised as a concern was the area being open to the elements, which again could be addressed by outdoor shelters, gazebos or awnings which could be erected first thing in the morning and taken down last thing at night and could cover tables and chairs giving people the choice to sit under shelter out of the sun (or other!)

Something that was raised last year by the Park Committee was that I would have to ensure that myself and everybody who worked with food and drink have the relevant food hygiene certificate, again this is not a problem as I have every intention of ensuring that this facility be run professionally, following and adhering to all recommendations, and in turn, offering an excellent service to the customer and the community. I already have experienced volunteers excited to get involved with me, as well as family and friends who support my passion and would love to see this succeed.

As I have stated previously, I have worked in communities for 15 years and prior to that 10 years in Customer Service. I am passionate about people coming together and believe this small space within the park could offer so much more to the community than a cup of tea and a slice of cake.

I would like to attend the Parish Council meeting on the 21st May and present to you the information and ideas I have with the hope that we can move forward and utilise the space as soon as possible, as the days are getting warmer and longer and summer at long last, is around the corner.

I look forward to hearing from you,
Kind regards,

Julie Doyle

ISSUES TO CONSIDER

A) By the Parish Council

- Potential Health and Safety issues - e.g. who is responsible if someone trips over any furniture that Julie may have placed outside the Tuck Shop?
- What are the implications on Parish Council's insurance? Is existing insurance sufficient to cover proposed changes, both in terms of public liability and building insurance (in the event of say a fire in the Tuck Shop)?
- Who will be responsible for additional litter generated?
- Potential impact and cost to Parish Council staff, particularly in relation to opening and closing of Tuck Shop/Toilets and security, making sure that any area and facilities used by Julie is left in safe condition.
- Is there a need for additional First Aid capacity?
- How much to charge Julie?
- How to ensure that we achieve best value, particularly if another person/company is interested in doing the same?
- The need for the Parish Council to 'supervise' Julie's operation?
- Potential impact on local residents.
- What should and should not be allowed to be sold on Council premises.
- What alterations the Parish Council would be willing to allow Julie to undertake in the Tuck Shop and outside, if any?
- Given that Julie and her staff will be working around children - the need for DBS Checks?

B) By Julie

- Food and Hygiene Certificate as a minimum requirement
- Able to demonstrate that she understands Parish Council's concerns, particularly in relation to Health and Safety, wellbeing of people/children visiting the park, and be willing to address them.
- Willingness to agree in writing and pay rent regardless of the income generated?
- Have the necessary insurances in place (public Liability need to be a minimum of £5m)
- Able to provide and use all the necessary required equipment, and which complies with relevant regulations (e.g. PAT tested, etc.)
- Staff are experienced and trained
- Able to respond to and comply with any instruction from the Parish Council, if circumstances dictate.

Park Committee (review June 2017)

Terms of reference

The Parish Council agrees to the establishment of a Park Committee as follows:

1) Membership of committee

Committee members will be appointed at the Annual Meeting, previous committee members may be reappointed. The Parish Council may make further appointments at any time it feels appropriate.

2) Chairman and Vice Chairman

At its first meeting in each Parish Council year, the committee will elect a Chairman and may elect a Vice Chairman who will hold office for that Parish Council year. Previous Chairman and Vice Chairman may be re-elected. In the absence of the Chairman or Vice Chairman (as appropriate) at a meeting the committee will elect one of its members to take the chair.

3) Quorum

The quorum for each meeting will be three Parish Councillors.

4) Terms of reference

Subject to any Parish Council policy and available budget, the committee is authorised and delegated to make decisions on behalf of the Parish Council on the management of the park in such matters as the following:

- security
- health and safety
- staffing – review and recommendation for full council
- purchase of equipment, supplies and contracts within the approved budget below £5,000 (single item).
- playground equipment maintenance
- general park maintenance
- groundwork maintenance
- consideration of applications and annual allocation of football pitches
- consideration of applications and annual allocation of bowling green
- preparation of the proposed plan of improvements and refurbishment for budget/precept
- task & priority setting for park employees

The Parish Council will review these terms of reference annually but may amend them at any time.

5) Decisions of the committee

Decisions taken by the committee on the above matters will not require ratification by the Parish Council as they have been delegated to the committee but minutes (draft minutes) detailing decisions taken must be submitted to the Parish Council for

inclusion in the minutes of the Parish Council. The Parish Council can make decisions on matters delegated to the committee when it deems necessary.

6) Dates and times of meetings

The committee will decide where and when to meet.

7) Disbandment of committee

The Parish Council are be able to disband the committee at any time.

8) Attendance of Parish Councillors at committee meetings

All Parish Councillors shall be entitled to attend committee meetings but may not vote and may not take part in any discussions without the consent of the Chairman. The Chairman may invite staff to attend meetings at his discretion.

The Park Committee must adhere to the protocols for public attendance, minute taking and notice of meetings that apply to the main council.