

STOURPORT-ON-SEVERN TOWN COUNCIL

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THE CIVIC CENTRE
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Your Ref:
1st June 2017

Our Ref:
DW/SS/TC.23

TO: MEMBERS OF THE PARKS COMMITTEE

Dear Sir/Madam,

MEETING OF THE PARKS COMMITTEE – TUESDAY 6TH JUNE 2017

You are hereby summoned to attend a MEETING of the PARKS COMMITTEE of STOURPORT-ON-SEVERN TOWN COUNCIL to be held at the Mayor's Parlour, Civic Centre, Stourport-on-Severn on TUESDAY 6TH JUNE 2017, commencing at 3.00pm, for the purpose of transacting the business set out in the Agenda below.

Yours faithfully

A handwritten signature in black ink that reads "David Willetts".

Town Clerk

AGENDA

1. To receive apologies for absence.
2. To confirm the Minutes of the Committee held on the 24th January 2017. (Appendix 1 to the Committee Members' Agendas).
3. To invite Members to declare any interest in any item on this Agenda.
4. **Memorial Park Play Equipment Project.**

The tender documents have been submitted to an approved list of contractors. An external consultant, Kath Akoslovski is managing the procurement process on behalf of the Council. The closing date for Green Gym tenders is the 13th June 2017. The closing date for Natural Play tenders is the 20th June 2017. Kath and Andrew Longville, Parks Manager will be meeting the contractors on site for a briefing and question/answer session on the morning of the 6th June 2017. A verbal update will be provided to the meeting.

5. Performance Review Parks Service

Members have asked for periodic review reports regarding the Parks Service in terms of productivity and performance. The Treasurer is in the process of finalising the closedown of the financial year 2016/17 and a report will be submitted to full Council at the meeting on 13th June 2017 which will provide a detailed breakdown of income and expenditure for the year.

The Parks Budget breaks down into 3 cost centres:

- a) Memorial Park and Town Gardens
- b) Cemetery
- c) Allotments

The only area with any material budget variances relates to the cemetery. A mechanical grave digging service was bought in at a cost of approximately £7,000 which was unfunded but has now been mainstreamed into the 2017/18 budget and for future years. This has been more than offset by a regime of charging for exclusive burial rights which were previously implemented on an ad hoc basis.

Another benefit of the mechanical grave digging service is that approximately 80 working days were freed up by not having to dig graves manually given the number of new and re open grave requests made during the financial year.

Gardens are now tended/cut once a week instead of every 10-12 days as previously. More intricate strimming work around headstones is carried out.

More staff resources are diverted into the Memorial Park to help with maintenance, grass cutting tree surgery etc.

The Parks Manager is also able to spend more time on managerial activities in the office managing income, expenditure and updating administrative systems.

Compliments are regularly received from within the local community in relation to all the areas managed by the Parks Service.

The allotments service has received online enquiries following the Town Council website going live and there are currently 4 quarter plots available which can be divided into half plots at Areley Kings. At the Kingsway, there are currently available 2 full plots, 2 half plots and 1 quarter although there is one person to allocate.

6. Revenue savings of £10k to allocate

Members will wish to prioritise the allocation of £10k rolled forward from previous financial years for revenue expenditure items.

7. Heritage Lottery Fund (HLF) bid for Memorial Wildflower and Wildlife Zone

Members to consider any financial support to the Friends of the Park in relation to a HLF bid for a wild flower/tree memorial project.

Committee Members

Cllr Mrs J P Bennett
Cllr D Little
Cllr R Lloyd
Cllr C Rogers
Cllr J A Shaw (Chairman)



MINUTES OF A MEETING OF THE PARKS COMMITTEE
OF STOURPORT-ON-SEVERN TOWN COUNCIL
HELD IN THE MAYOR'S PARLOUR, CIVIC CENTRE, STOURPORT-ON-SEVERN
3 PM ON TUESDAY 24TH JANUARY 2017
DRAFT

PRESENT: Councillors J A Shaw (Chair)
Mrs J P Bennett
C J Brewer
D Little
C Rogers

Observers: Councillors K Henderson
J Holden
Mrs N Martin
M A Salter

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

It was RESOLVED that the Minutes of the Meeting of the Committee held on 20th December 2016 be confirmed as a correct record and signed by the Chairman.

3. DECLARATIONS OF INTEREST

None.

4. TREASURERS REPORT FOR PRIORITY AND BUDGET SETTING 2017/18

Recommendations:-

2. Noted.

3. Approved subject to:-

- (i) Quarterly feedback reports on performance management, income and expenditure to be presented to the Parks Committee.
- (ii) That increases to cemetery fees and allotment fees be increased in two equal instalments for 2017/18 and 2018/19.

Agenda Item No. 2
Appendix 1

4. The Committee considered representations made to the Chair in relation to improved access and equipment improvements to the small children's play area in the Memorial Park, Lickhill Road, Stourport.

Chairman

The meeting was closed at 3.58pm.