



SHERBURN-IN-ELMET
TOWN COUNCIL

**Minutes of an Ordinary Meeting of
SHERBURN IN ELMET ASSET MANAGEMENT AND EVENTS
COMMITTEE**
Date: Monday February 13th 2023
Time: 7pm
Venue: The Old Girls School, Sherburn in Elmet.

Attendance: Cllr D. Brook (Chair) Cllr G. Limbert, Cllr D. Buckle, Cllr J. Brook (7.10pm), Cllr M. Ward.

Members of the Press- 0

Members of the Public- 2- Cllr M Redhead, Cllr Baumann

Staff: Rebecca Maindonald, Proper Officer

Late Arrivals- Cllr John Brook 7.10pm

Early Departures- none.

MINUTES

The meeting opened at 7.00pm.

AM&E/ 23/01	To receive and approve reasons for absence a) To receive and note apologies for absence. None Received. b) To consider whether to approve reasons for absence. None Received.
AM&E/ 23/02	To note Dispensation Requests Any written requests for dispensation the Clerk may have received from Councillors. None received.
AM&E/ 23/03	To receive Declarations of Interests from Members a. To receive Declarations of Interests from Members not already declared under members Code of Conduct or members register of interests, in any business to be transacted. Cllr G. Limbert declared an interest in White Rose. Cllr Buckle declared interest in Yorkshire day, EP entrance. Cllr Brook declared an interest in any legacy grants from the District Council due to his position as District Councillor. b. To consider any dispensation requests received. None
AM&E/ 23/04	Public Speaking session (20 minutes) Members of the public and representatives from other organisations are invited to speak during this session. We ask that each person keeps the presentation short (<3 mins). NONE PRESENT.
AM&E/ 23/05	Reports from Other Authorities a) County Councillor

	<p>b) District Councillors c) Police, Neighbourhood Policing Team & other authorities None present.</p>
AM&E/ 23/06	<p>a) To approve as a correct record the Minutes of the 4th October 2022. <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i> Resolution: To approve and accept the Minutes held on the 4th October 2022. UNANIMOUS</p>
AM&E/ 23/07	<p>a) To note report from the Asset Maintenance Manager. The meeting noted the contents of the report by the Asset Maintenance Manager. Resolution- that the Asset Maintenance Manager be asked to attend future Asset Maintenance and Events meetings. UNANIMOUS Resolution- that the Asset Maintenance Manager be asked to tidy the Eversley Park storage area. UNANIMOUS</p>
AM&E/ 23/08	<p>a) To note report and update from the Chairman of Asset Management and Events Committee. The Chair confirmed that he had not written a report as he had requested the subjects in question be added to the agenda.</p> <p>b) To ratify the agreement for the RFO and Proper Officer to instruct the additional works to be undertaken on reducing the height and sides of the hedgerow in the allotment area. The increase from the additional quote was £842. The meeting noted that the work had been completed. The Allotment plot holders were pleased with the results. Resolution- the meeting ratified the decision by the RFO and Proper officer to spend the additional £842 to have the additional works carried out to cut back the Allotment hedge. UNANIMOUS.</p> <p>c) To consider any updates following on from the Allotment meeting held on 12th January 2023. The meeting noted the Minutes from the meeting held on the 12th January 2023. A discussion took place concerning the ongoing costs.</p> <p>d) To receive an update on the Eversley Park entrance SDC TCRP scheme and consider any related actions. The Meeting noted an update on the Eversley Park Entrance scheme, following a meeting which was held between Cllr Baumann, The Executive Officer and the Administration and Projects Officer. It was noted that the 22nd May would be the earliest possible start date.</p> <p>e) To receive an update on The Fairways SDC TCRP scheme and consider any related actions.</p>

	<p>The meeting noted that a response from Planning would be imminent. There was discussion whether the facility being unlocked overnight would have an impact on the grant funding.</p> <p>f) To receive and update on Finkle Hill Sports Ground SDC TCRP scheme and consider any related actions.</p> <p>The meeting noted an update from Cllr Limbert. Although this matter had been due to be before the Panel the previous week, it was now due before Panel next week.</p> <p>g) To receive an update on the car park resurfacing project at Eversley Park.</p> <p>The meeting noted a written update. It was confirmed that there had been some issues with joins, however the contractor was due back and he would try different seals. This would be a warranty repair. It was confirmed that there was an 8 year warranty, which was written on the invoice.</p> <p>h) To receive a verbal update on the grass cutting contract.</p> <p>There had been a number of requests for the Tender Pack. The closing date is the 24th February. Tenders will be discussed at Full council on 27th February.</p> <p>i) To receive a verbal update from the Yorkshire Day Working Group and consider any necessary actions.</p> <p>Before the working group spoke, the Chair confirmed that he had major concerns regarding the safety aspects of running events at Eversley Park. It was important to ensure compliance with all legislation and to meet emergency evacuation processes from Eversley Park. With his extensive experience in the sector, he felt that the event should not take place whilst work was being undertaken on what was one of the exits. He suggested that it would be safer if work commenced after the last event had taken place on the 29th July. In addition to his concerns about safety, the Chair was also concerned that this work would result in SAG refusing the event, which would result in embarrassment and financial risk for the Council if the event was cancelled due to the Council arranging work at the same time. The Chair went on to say that the groups needed to ensure that they put a suitable safety plan in place based on footfall and in his professional opinion and with his safety and security qualifications, these events should not take place if work was being undertaken that impacted on any of the entrances/exits. The Chair then showed the meeting a photograph of a recent event which illustrated the public queuing on the Eversley park entrance. The Chair felt that the only option that the Council had was to postpone the works until after the events had taken place. The meeting discussed the timescale of work, which was currently in the preparation for inviting tenders phase. Following discussion, it was agreed that it was not the Council's intention to have work underway whilst the events were taking place. It was planned to start work after the first event and finish before the second. The Chair did not feel that this was enough of an assurance that work would be completed in time for the entrances to be clear. He re-iterated his stance as a professional that the Council would be leaving themselves open to criticism and potential claims if the work wasn't held over until the second event had taken place.</p>
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The Chair went on to say that the Council needed to ensure that SAG guidance was correctly adhered to, the ration of qualified stewards/security officers needed to be sufficient to meet the footfall and all stewards and security officers needed to be sufficiently trained for these events.

The meeting discussed an alternative entrance/exit, however this was discounted by the Chair due to the fact that it was located on a highway.

The Chair informed the Council that ignoring his professional advice was at their own risk. He did not feel that this could be achieved safely and get through SAG, who he had already spoken to and who he would be advising.

It was discussed whether it would be possible to take the fence down at the cricket club and whether that would help.

Following further discussion it was suggested that the Council could put a clause in containing a financial penalty if work wasn't completed. This would ensure that the contractors were fully engaged with the timescale and wouldn't start the project unless they were sure to finish it.

There was extensive discussion about the health and safety implications of the work taking place during the event, with it being noted that there was only risk if the project wasn't completed.

RESOLUTION- that a clause is put into the Contract for the Eversley Park Entrance project stating that there would be a financial clause in the event that work wasn't completed before Yorkshire Day- on the 29th July 2023, which would cover all financial losses up to a window of £20,000.

UNANIMOUS.

RESOLUTION- If the financial clause in the contract was not accepted by a contractor, the work must start after Yorkshire day, which is being held on the 29th July 2023.

UNANIMOUS

Yorkshire Day Working Group.

The meeting noted the contents of a report provided by Cllr D Buckle. Lessons had been learned since the previous event. Various quotes had been sought for toilets etc. A local company had priced for toilets who would be able to collect them on the day, therefore preventing the need for security to look after the toilets overnight. The working group confirmed that they will be meeting with Selby Council for advice on various security companies for advice. It was proposed to engage with groups to do a litter pick for afterwards.

No event safety plan was in place as they were hoping to use the previous years plan.

New radios were being purchased, which would also help.

A number of areas had been reviewed through lessons learned.

Total cost currently estimated at £17,500.

The Chair confirmed that the SIA last year was based on capacity being 1000 to 1500, however the media suggested that the actual footfall was 2000 to 2500, so they would need to consider staffing in the region of 20 people, maybe doubling the number of staff estimated in the report. It was also important to look at ensuring that the staff were correctly trained.

	<p>It was asked whether last years event plan could be utilised, the Chair replied that it could be and he was happy to sit down with whoever was taking over from him, but a large portion of it would need revising/re-writing.</p> <p>Following discussion, the meeting agreed to accept all quotes other than the quote of £5,500 for the musical entertainment and stage (highlighted below) which would need to be taken to the next meeting of the full council.</p>																						
	<p>Musical Entertainment and Stage – Andrew Atkinson</p> <table> <tr> <td>Portable stage, PA sound system, lighting, stage crew, out front monitoring, generator</td> <td>£5500</td> <td></td> </tr> <tr> <td>Bands: Off the Rails, The Undateables, Pretend Beatles, Ultimate ELO, The Mothers, Tribute band – Dire Straits</td> <td>£2400</td> <td></td> </tr> <tr> <td>Drum Kit Hire – M Grace (to reduce change over time between acts)</td> <td>£135</td> <td></td> </tr> <tr> <td>Payment to Andrew Atkinson for services and to act as compere</td> <td>£250</td> <td></td> </tr> <tr> <td>Backstage Refreshments/hospitality</td> <td>£100</td> <td></td> </tr> <tr> <td>Fuel for generator (will be less than)</td> <td>£200</td> <td></td> </tr> <tr> <td>Total</td> <td>£8585</td> <td>£8585.00</td> </tr> </table>	Portable stage, PA sound system, lighting, stage crew, out front monitoring, generator	£5500		Bands: Off the Rails, The Undateables, Pretend Beatles, Ultimate ELO, The Mothers, Tribute band – Dire Straits	£2400		Drum Kit Hire – M Grace (to reduce change over time between acts)	£135		Payment to Andrew Atkinson for services and to act as compere	£250		Backstage Refreshments/hospitality	£100		Fuel for generator (will be less than)	£200		Total	£8585	£8585.00	
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	<p>Security Staff Coverage 1130 – 1930 (8 hours) – To be arranged</p> <table> <tr> <td>SIA qualified stewards x 3 (Estimated at £25 per hour), SIA Supervisor (Estimated at £30 per hour)</td> <td>Estimated* £840</td> <td>£840</td> </tr> </table>	SIA qualified stewards x 3 (Estimated at £25 per hour), SIA Supervisor (Estimated at £30 per hour)	Estimated* £840	£840																			
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	<p>Total Estimated Costs*</p>	£17,335.80																					

RESOLUTION- That all costs be approved by the Asset Management and Events Committee other than the musical entertainment and stage, that quote to be taken to full council on the 27th February.
UNANIMOUS

- j) To receive a request from the Gala Committee to book Eversley Park for Gala Day on the 20th May 2023 and to discuss if any charges will apply. The meeting discussed the request to book Eversley Park for the Gala. The main concerns were health and safety.

RESOLUTION- Cllr Limbert was tasked with contacting the Cricket Club to ensure that there would be no cricket held on Gala day.
UNANIMOUS

RESOLUTION- The Committee had no objections to the Gala taking place, subject to usual booking conditions, however the committee should submit all safety plans to Town Council.

UNANIMOUS

- k) Request for assistance from “Groundwork” in finding areas suitable for volunteers to work on.

The meeting discussed the contents of an email from Groundworks.

RESOLUTION- Asset Management and Events are happy for volunteers to help with suitable projects, as indicated by the Asset maintenance Manager.
UNANIMOUS

- l) To consider a review of all leases held by Sherburn in Elmet Town Council.

RESOLUTION- That a group who were previously tasked with reviewing leases be disbanded in order that this task can be an Asset Management and Maintenance Committee driven project.
UNANIMOUS

RESOLUTION- That Cllr David Brook and Cllr M Ward review all leases, with assistance from Officers and seeking legal advice to ensure that standard terms and conditions were in place for the future.
UNANIMOUS

Cllr Limbert was keen that it be noted that different groups did have their own terms and conditions which needed to be recognised.

	<p>m) To consider a financial review of all assets to determine expenditure costs.</p> <p>The meeting noted the report provided by the RFO, which detailed costs for 1 year. Following discussion it was felt that a longer term view was required.</p> <p>RESOLUTION- It was resolved that costs be identified for 2 years in order to determine costs.</p> <p>UNANIMOUS.</p> <p>n) To consider a financial review of all income from assets.</p> <p>The meeting noted that there was generally very little income from assets. The finance committee were already investigating this.</p> <p>RESOLUTION- To request a copy of the income from assets report that was being compiled for the Finance Committee.</p> <p>o) To consider a security review of all assets</p> <p>RESOLUTION- It was agreed that the Chair would investigate a security review of all assets.</p> <p>p) To receive an update on the Pocket Park project.</p> <p>The meeting noted that Officers were currently pursuing a quotation for the option of solar lighting.</p> <p>q) To consider a licensed asset Management system.</p> <p>The Chair confirmed that he and Cllr Baumann had discussed an asset management system in order that assets can be tracked. The system cost in the region of £19.95 per month. The AMM would be able to complete proformas and reports for each venue. The reports would then be available for analysis.</p> <p>RESOLUTION- that a licenced asset management system be pursued.</p> <p>UNANIMOUS</p> <p>r) To consider updated costs of all assets for three years.</p> <p>It was felt that this was covered by item 8m.</p> <p>s) To consider the maintenance contract for the MUGA pitch at the Fairways.</p> <p>The meeting acknowledged the contract and agreed that dialogue was required in order to extend the contract.</p> <p>RESOLUTION- Cllr Limbert would contact the company and discuss a future maintenance contract.</p> <p>UNANIMOUS</p>
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	<p>t) To consider quotes for the tree topping to trees to the North of Eversley Park Centre near to zip wire, this was approved at the Nov 21st meeting P - FC/23/197.</p> <p>Although there were birds nests in the trees, the meeting felt that they were old nests and therefore it was reasonable for the work to be undertaken by no later than the end of March 2023.</p> <p>RESOLUTION- That the Asset Maintenance Manager be asked to obtain a price for six foot be taken off the top of the trees as soon as possible. If the work was under £1,000, the work should be immediately authorised.</p> <p>u) To consider quotes for the replacement of play area seat at SWR, as per the ROSPA report.</p> <p>RESOLUTION- Unsafe seat should be removed or isolated as soon as possible. Then a new seat should be purchased as soon as possible under delegated spend.</p> <p>UNANIMOUS</p> <p>v) To consider updating existing Town signage.</p> <p>The meeting noted the contents of the report and the quotes concerning Town signage and agreed not to replace signage at this time unless missing or damaged.</p>
AM&E/ 23/09	<p>To review and discuss current Insurance prior to the expiry date.</p> <p>The meeting viewed the insurance documents, with the following queries and comments-</p> <p>Are the Council insured for acts of terrorism? Is anything double insured? That sufficient insurance be put in place for Yorkshire day.</p> <p>RESOLVED- The meeting would review the Insurance Documents and contact the Executive Officer with any comments or queries.</p>
AM&E/ 23/10	<p>To receive and note Representative Reports & Information Exchange NONE</p>
AM&E/ 23/11	<p>Correspondence:</p> <p>a) To note list of correspondence circulated (not specifically dealt with on this agenda) NONE</p>
AM&E/ 23/12	<p>To consider agenda items for the next meeting The meeting were asked to send agenda items to the Executive Officer.</p>
AM&E/ 23/13	Date of next meeting – Monday the 13 th March 2023.

AM&E/ 23/14	The meeting was closed at 20.54
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