



CUXTON PARISH COUNCIL

Minutes of the Recreation Ground Committee held in the Pavilion, Recreation Ground, Bush Road, Cuxton on Thursday, 24 October 2013 at 8.00pm

Present: Cllr Sayer (Chair), Cllr Chitty, Cllr K Hutchfield, Cllr R Hutchfield, Cllr E Maisey, Cllr Hughes, Mr N Curtis (Clerk).

28) Apologies for Absence:

- a) None

29) Declarations of Disclosable Pecuniary interest:

- a) Cllr R Hutchfield and Cllr K Hutchfield as officers of CSRA declared an interest in minute item 30

30) Review CSRA Recreation Ground Agreement:

- a) Item was deferred to the next committee meeting and the Clerk was instructed to invite Mr Robin Bourner to attend on behalf of CSRA

31) Playground Inspections:

- a) The Clerk presented the inspection reports to members. The Clerk informed members that any defects identified were resolved promptly and that most defects arose not from wear through use of the equipment but from vandalism. The Clerk commented that maintenance necessary through wear was gradual and predictable but maintenance necessary due to vandalism was sudden and unpredictable and that with the cover afforded by the darker evenings an increase in vandalism was possible.
- b) Members decided that, as a contact sign was now displayed and the inspectors were all suitably qualified to carry out the inspections, to reduce the inspection schedule, for September to May, from every week day to Monday, Wednesday and Friday each week. The schedule is to be review after Christmas 2013.

32) Use of Recreation Ground for Community and Fund Raising Events:

- a) Members adopted the following policy on the use of the recreation ground by the Parish Council and other organisations for the staging of

Allocated and Due Date

**Clerk
14.11.13**

community and/or fundraising events.

Cuxton Parish Council owns and maintains, for the benefit of the Cuxton residents the Recreation Ground and Pavilion, Bush Road, Cuxton ME21EZ.

The purpose of this policy is to:

- 1. Ensure that this recreational area adds to the amenities of the parish and provides facilities for Cuxton residents.*
- 2. Ensure that the Parish Council can be satisfied that all those that use the Recreation Ground or Pavilion will comply with their responsibilities to ensure the safety of others using the Recreation Ground or Pavilion.*
- 3. Identify those persons or organisations that will and will not be allowed to use the Recreation Ground or Pavilion for community and/or fundraising events.*
- 4. Identify those persons or organisations who wish to use the Recreation Ground or Pavilion for community and/or fundraising events but have to be specifically authorised by a meeting of the Parish Council/Recreation Ground Committee.*

General Statement:

Cuxton Parish Council will not allow organisations whose proposed activity is intended to promote political or impose religious views, or that directly or indirectly encourage discrimination on the grounds of race, nationality, ethnic origin, gender, marital status, sexual orientation, religious beliefs, age, HIV status or disability, to use the recreation ground or pavilion to organise or take part in any community or fundraising event.

Organisations that are allowed to use the recreation ground

Organisations that will be allowed to either organise a community and/or fund raising event or take part in a community and/or fund raising event.

- Non-political, non-profit making groups, organisations, or charities based within the Parish of Cuxton.*
- Educational establishments based within the Parish of Cuxton.*
- A Local Authority promoting services available to residents of Cuxton Parish.*
- Organisations specifically approved by the Parish Council/Recreation Ground Committee within the previous two calendar years.*

Other organisations must be specifically approved by the Parish Council/Recreation Ground Committee before being allowed to either organise a community and/or fund raising event or take part in a community and/or fund raising event.

Applications to Organise a Community or Fundraising Event:

All applications to use the facilities for a community or fundraising event must be made in writing using the Council's official application form. This can be obtained from the Cuxton Parish Council and forwarded to cuxtonparish@btinternet.com or by post/hand to Cuxton Parish Council, The Pavilion, Recreation Ground, Bush Road, Cuxton, ME21DR.

The Council reserves the right to refuse any application.

The person or persons signing the application form must have formal agreement from their organisation to submit the application and must be 18 years of age or over. The organisation on whose behalf the application is made will be liable to the Council for the payment of any fees and charges, and be responsible for the strict observance of the Conditions of Use.

Health and Safety:

The organiser and of the event must:

- *Carry out an event risk assessments and put in place appropriate control measures to ensure the Health and Safety of those who may be affected by their activities. Copies of those risk assessments and proposed control measures must be provided to the Parish Council and approved by their Health and Safety Advisor*
- *Ensure that the recreation ground can be safely and promptly evacuated.*
- *The maximum number of persons allowed in the recreation ground at any one time, including those involved in organising the event, is three thousand.*

The Parish Council's Health and Safety Advisor will, if any non-profit organisation requests assistance, provide help in carrying out risk assessments and devising appropriate control measures.

Display tents, gazebos, inflatable structures, etc. will be securely fixed to the ground. Where possible guy ropes will not extend into publically accessible areas. If this is unavoidable each such guy rope will be clearly marked by being wrapped with high visibility tape, bunting or similar.

All portable electrical equipment must have undergone a Portable Appliance Test within the last 12 months.

Event Organisers Duties:

The organiser shall provide details of all organisations and groups taking part in the event to the Parish Council at least six weeks prior to the event.

The organiser is responsible for organising the removal of all rubbish from the Recreation Ground and Pavilion within 36 hours of the event ending unless an alternative time scale has been agreed in advance.

Child Protection:

If the proposed activities of an organisation could normally be expected to result in a person having unsupervised access to a child or physical contact, supervised or unsupervised, with a child then the organisation must provide evidence that all such persons have undergone a satisfactory Disclosure and Barring Service (formerly the Criminal Records Bureau) check within the previous 36 months.

Sale of Alcohol:

The sale of any form of alcohol is regulated and requires an appropriate license. Any organisation wishing to sell alcohol at an event is responsible for securing such a license and must provide a copy of that license to the Parish Council.

Live Music/Dance:

The provision of live music and dance is regulated and requires either a premises license or temporary entertainment notice. The relevant license and provide a copy to the Parish Council.

Music can be subject to performance rights and an appropriate license issued by PRS for Music Limited www.prsformusic.com may be needed. Any organisation intending to provide live music must provide the Parish Council with a copy of a license or confirmation that a license is not required.

The Parish Council reserves the right to modify any of these conditions, or to further impose conditions where the Parish Council considers necessary.

Members deferred adopting the following section requesting that the Clerk make enquiries with Zurich Municipal Insurance to clarify whether a person or organisation asked to organise an event, by the Parish Council, would be considered a volunteer.

**Clerk
ASAP**

Public Liability Insurance:

The person or organisation organising the event must have adequate personal accident and public liability insurance cover to a minimum sum of £5 million and provide a copy of the Certificate of Insurance, valid for the date of the event, to the Parish Council.

The Parish Council will ensure that its insurance policy provides sufficient cover for its own volunteers.

Following discussion on whether tea and coffee were food and the mandatory requirements for food handling qualifications Members deferred adopting the following section. The Clerk advised the Chair that following their earlier conversation that day he had obtained copies of the EU Regulations which were the primary legislation on the matter and were thus the most authoritative source on the issues. Members requesting that the Clerk work with Cllr K Hutchfield and Cllr Sayer to obtain more authoritative information on whether tea coffee were food and the requirements for food handling training.

**Clerk
Cllr K
Hutchfield
Cllr Sayer
ASAP**

Health and Safety:

Ensure that where an organisation intends to prepare and supply food at least one named person, who holds a food handling qualification, must be present at all times. A copy of that person's certificate of qualification must be provided to the Parish Councils Health and Safety Advisor.

33) Committee Budget 2014/2015:

- a) Members agreed a budget request of £1500 for the Big Lunch 2014 be submitted to the Finance and Audit Committee.

34) Adjourn meeting for public session:

- a) No Public Present

35) Resume Meeting:

Meeting Closed at 9.37 pm

Chairman.....