



**MANAGEMENT COMMITTEE**

BARNSTAPLE TOWN COUNCIL  
BARUM HOUSE, THE SQUARE  
BARNSTAPLE, DEVON, EX32 8LS  
Charity Number 4014176

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Town Clerk Mr Will Austin BA (Hons)

There will be a meeting of the **ROCK PARK TRUST MANAGEMENT COMMITTEE** on **WEDNESDAY 13<sup>TH</sup> JULY 2016** at **1.00pm** in the **GUILDHALL, BUTCHERS ROW, BARNSTAPLE**, to which you are summoned for the transaction of the undermentioned business.

Mr W Austin  
Town Clerk  
7<sup>th</sup> July 2016

**MEMBERSHIP OF COMMITTEE:**

**Councillors:**        ***Mrs J Hunt (Mayor and Committee Chairman)***  
                              ***I Roome (Deputy Mayor - ex officio)***

***S P Upcott, Mrs V Elkins, Mrs E Davies, M Kennaugh, I Williams, G Langford, L Dawson and Mrs A Dawson***

**AGENDA**

1. Apologies for absence.
2. To receive any declarations of interest and note any dispensations.
3. Minutes – to confirm as a correct record the minutes of meeting held on 13<sup>th</sup> April 2016 (attached).
4. Requests for use/hire of Rock Park – to receive information on applications for the use/hire of Rock Park.

No new applications are tabled with the agenda for consideration. The following have been authorised under delegation between meetings:

- 6<sup>th</sup> to 7<sup>th</sup> August – Refugee Challenge. Organiser: Unite Community
  - 4<sup>th</sup> September – Colour Me Happy. Organiser: North Devon Hospice
5. Report from Town Clerk on management matters and budget monitoring report (attached) – to consider the reports and agree any actions arising.

BARNSTAPLE TOWN COUNCIL

MINUTES of the ROCK PARK TRUST MANAGEMENT COMMITTEE meeting held on WEDNESDAY 13<sup>TH</sup> APRIL 2016 COMMENCING AT 1.00PM in the Guildhall, Barnstaple.

Present: Cllr Mrs J Hunt (Chairman)  
Cllrs S Upcott, Mrs J Hunt, Mrs E Davies, M Kennaugh, I Williams, and G Langford.

Also present: W Austin (Town Clerk).

RP94 APOLOGIES

Apologies were received from Cllrs Mrs V Elkins, L Dawson and Mrs A Dawson.

RP95 DECLARATIONS OF INTEREST AND DISPENSATIONS GRANTED

Cllr Mrs J Hunt, as a member of North Devon Council, has dispensation under S.O.66 to discuss and vote on all items on the agenda unless the item concerns a legal or financial agreement or dispute between the two authorities.

RP96 MINUTES OF THE MEETING HELD 7<sup>TH</sup> OCTOBER 2015

RESOLVED: That the minutes of the meeting held on Wednesday 13<sup>th</sup> January 2016 be approved as a correct record and signed by the Chairman.

(NC)

RP97 REQUESTS FOR THE USE/HIRE OF ROCK PARK

The Clerk reported on the following applications:

- The Big 5k Family Fun Run – 30 May 2016
- 17<sup>th</sup> Century Battle Re-enactment – 11 September 2016

RESOLVED: That the application to hold The Big 5k Family Fun Run on 30 May 2016 be approved, subject to agreement in respect of locations and route.

(5, 1abs)

RESOLVED: That the application to hold a 17<sup>th</sup> Century Battle Re-enactment on 11 September 2016 be approved.

(NC)

RP98 COMMITTEE MEMBERSHIP

The committee considered a request from Mr R Knight that the Friends of Rock Park be given voting rights on the committee, and supporting information from the Clerk.

RESOLVED: That the Rock Park Management Committee welcomes the input of the Friends of Rock Park, but declines the request for voting rights.

(NC)

RP99 CLERK'S REPORT AND BUDGET MONITORING STATEMENT

The Clerk reported that the budget monitoring statement was not available for consideration and would be presented at the next meeting.

The Clerk further reported on a request from Barnstaple Parkrun for clarification over whether the Trust would introduce chages for Parkrun, following a recent issue in another parish.

RESOLVED: That the Trust has no plans to charge for Parkrun.

(NC)

\*\*\*Cllr Upcott left the meeting at this point\*\*\*

The Clerk also reported that there had been interest from a number of parties in respect of the management and running of the refreshment kiosk in the park. He asked the committee to consider its requirements.

\*\*\*Cllr Upcott returned to the meeting during consideration of this item\*\*\*

RESOLVED: That:

- i. a competitive process be adopted for awarding a contract to run the kiosk;
- ii. more frequent opening of the kiosk be sought as one of the criterion for awarding the contract; and
- iii. the contract should include break clauses for both parties.

(NC)

Meeting closed 1.47pm

Chairman.

Signed.....

Dated.....

**BARNSTAPLE TOWN COUNCIL**  
**BUDGET VARIANCE REPORT - YEAR TO DATE to May 2016**

**Rock Park**

Code	Dept	Detail	Note	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Earmarked Reserves
4771	11	Lodge Rent		-606.68	-560	46.68	-3640	
4772	11	Sports Field		0.00	0	0.00	-400	
4774	11	Park hire		0.00	0	0.00	0	
4901	11	Kiosk		-450.00	-450	0.00	-2700	
4701	11	BTC grant		0.00	-33405	-33405.00	-66810	
5423	11	War Memorial upkeep	E	0.00	0	0.00	0	1000
7001	11	Electricity		91.79	125	33.21	800	
7003	11	Water		0.00	450	450.00	2100	
7012	11	Security		181.67	250	68.33	1750	
7013	11	Insurance		0.00	0	0.00	470	
7032	11	Maintenance	E	10173.01	11140	966.99	67000	16500
7033	11	Trees	E	0.00	0	0.00	0	5000
7034	11	Gym equipment	E	0.00	0	0.00	0	1000
7322	11	Legal & professional		0.00	0	0.00	200	
9203	11	Kiosk water		0.00	0	0.00	0	
9205	11	Kiosk/Lodge rates		43.28	46	2.72	230	
9231	11	Lodge maintenance		0.00	0	0.00	1000	
<b>Total Rock Park expenditure</b>				<b>9433.07</b>	<b>-22404</b>	<b>-31837.07</b>	<b>0</b>	<b>23500</b>