

**MINUTES OF THE MEETING OF ST NEOTS TOWN COUNCIL**  
**OPERATIONS & AMENITIES COMMITTEE**  
**HELD IN THE MOOT, THE PRIORY CENTRE**  
**ON TUESDAY 6 DECEMBER 2011**

Present: Cllr R Harrison - Chair  
Cllr S Davison  
Cllr A Hansard  
Cllr G Welton  
Cllr A Usher

Cllr P Ursell was also present.

49. Apologies for Absence

Apologies for absence were received from Cllr B Allen and Cllr K Wainwright.

50. Declarations of Interest

There were no declarations of interest.

51. Minutes

The Minutes of the meeting held on Tuesday 1 November were **APPROVED**.

Proposed by Cllr Hansard, seconded by Cllr Davison.

52. Swimming Pool Site

Cllr Ursell gave a brief background to the scheme. Development of this site had been under consideration by the Swimming Pool Trust for several years. A full marketing exercise had been conducted by Barker Storey Matthews and Heads of Terms had been agreed but not signed. Cllr Ursell confirmed that there was no legal obligation to pursue the previous scheme. He explained that Barker Storey Matthews were under contract to the Town Council.

It was **PROPOSED** that

the Operations & Amenities Committee recommend the new scheme to full Council as a viable concept.

Proposed by Cllr Welton and seconded by Cllr Davison. Voting unanimous.

53. Financial Report

The Responsible Finance Officer presented the Budget to Actual Summary for the Operations area up to 31 October.

The Chairman asked if any of the Committee would like a further explanation of this Report and the Responsible Finance Officer said he would email them to arrange a meeting to go through any queries they may have.

Members **NOTED** the Report.

It was agreed that in future a Quarterly Report and a brief monthly summary would be prepared by the Responsible Finance Officer.

54. Community Centres Working Group Report

Cllr Welton informed Members that all proposals agreed last month had now been carried out. Two noticeboards would be purchased for the foyer of the Eatons Community Centre. The Eatons Community Association had agreed to provide pictures to be hung in the Centre. They had also included an article about the Centre in their latest newsletter.

Costs had been obtained for secure external storage for the Centre. This was needed for storing additional equipment, in particular for hirers of the Centre. A decision on this item was deferred until the next Community Centres Working Group meeting had taken place on 8<sup>th</sup> December.

An Eatons "Come and See" day had attracted poor support despite extensive advertising, but the day had attracted four wedding enquiries and two business enquiries.

The Acting Town Clerk informed the Committee that he had arranged for a representative from Action with Communities in Rural England to conduct a buildings audit on the Eatons Centre, the results of which will show how the Centre's presentation can be improved.

The Responsible Finance Officer reported that the new booking system will be put in next month which would allow better integration between the Finance Department and the Priory Centre. New tills had been installed in both Bars and a stock system had been introduced for which training would be given shortly.

Cllr Harrison informed the Committee of Section 106 money available for Eaton Ford community projects, of which £2,500 could be used to build a barbecue area at the Eatons in time for Armed Forces Day.

It was **AGREED** that the Operations Manager would obtain costings for a barbecue area to bring to the next meeting.

55. Clerk's Report on Matters Outstanding

(i) Sidney Banks Field

The Acting Town Clerk informed Members that an agreement had been signed between the Town Council and St Neots Town Youth Football Club in which the Club would provide and maintain any equipment they required and they would be responsible for pre and post match inspections. The Operations Team would ensure the grass was cut regularly.

The Football Club had asked if a press release could be prepared in the New Year and it was agreed that the Acting Town Clerk would coordinate this.

(ii) New Play Area

The Acting Town Clerk had received quotes from three suppliers, which fell between £49,000 and £50,000. The next step was to apply to Huntingdonshire District Council for the land to be transferred.

It was **AGREED** that Cllr Davison would show the three proposed schemes to local gymnastic clubs for their comments.

(iii) Christmas Lights 2011

The Chairman said that he had received good feedback on the Christmas Lights Switch-On and thanked all involved.

The Responsible Finance Officer reported that the predicted expenditure for the event was £26,000 which would be £4,000 under budget and only £3,000 more than last year.

Cllr Harrison said that further savings would be made next year as it was planned to bring the installation of the lights in house.

It was **PROPOSED** that

the Acting Town Clerk send a letter of thanks to all those involved.

Proposed by Cllr Hansard, seconded by Cllr Harrison, voting unanimous.

56. Diamond Jubilee

The Chairman of the Queen's Diamond Jubilee Working Group updated Members on agreed costings so far. These included printing and advertising, donations for helpers at the event and other bookings. The estimated cost so far was £4,875.

Broadcasts had been made on Black Cat Radio to inform residents of the planned events which included the Big Lunch, lighting of the Beacon, a St Neots got Talent competition, a Fun Run and a Darts competition.

Cllr Harrison suggested that the Working Group set their calendar of meetings for next year in advance. Cllr Usher agreed to do this.

57. Cemetery Footpaths

The Acting Town Clerk had received a quote of £21,920 for tarmac paths to be laid in the Lawn Cemetery. If the wooden edging was removed and replaced with concrete, the cost would increase by approximately £11,000. This project was on-going.

58. Public Bodies (Admission to Meetings) Act 1960 – Exclusion of the Press and Public

To resolve that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the press and public be excluded from the meeting.

Cllr Harrison proposed that the meeting go into closed session, seconded by Cllr Usher, voting unanimous.

59. Gravedigging

The Operations Team had taken the preparation of cremated remains graves in-house and would be undertaking training in grave excavation so that eventually all grave preparation would be carried out by Town Council staff.

Meeting ended at 8.34pm.

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**CHAIRMAN**  
06.12.2011