

# **Ringwood Town Council**

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT  
Tel: 01425 473883  
[www.ringwood.gov.uk](http://www.ringwood.gov.uk)

## **RECREATION, LEISURE & OPEN SPACES COMMITTEE**

Dear Member

29<sup>th</sup> November 2018

A meeting of the above Committee will be held in the Forest Suite at Ringwood Gateway on **Wednesday 5<sup>th</sup> December 2018** at 7.00pm and your attendance is requested.

Mr C Wilkins  
Town Clerk

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## **AGENDA**

### **1. PUBLIC PARTICIPATION**

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

### **2. APOLOGIES FOR ABSENCE**

### **3. DECLARATIONS OF INTEREST**

### **4. MINUTES OF THE PREVIOUS MEETING**

To approve as a correct record the minutes of the meeting held on 7<sup>th</sup> November 2018

### **5. CARVERS CLUBHOUSE**

To receive the Manager's monthly report (*Report A*)

### **6. EVENTS MANAGEMENT**

i) To receive a verbal report on events  
ii) To consider what recommendation to make in respect of the Events Co-Ordinator role (*Report B*)

### **7. PROJECTS**

To receive an update on projects (*Report C*)

### **8. COMMITTEE BUDGET 2019/20**

To consider the report on the Committee budget 2019/20 (*Report D*)

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk).

#### Committee Members

Cllr Andrew Briers (Chairman)  
Cllr Angela Wiseman (Vice Chairman)  
Cllr Hilary Edge  
Cllr Darren Loose  
Cllr Anne Murphy  
Cllr Gloria O'Reilly

#### Ex Officio Members

Cllr Tony Ring  
Cllr Philip Day

#### Student Advisors

Imogen Lines-Clarke  
Alana Morris

Cllr Tony Ring  
Cllr Tim Ward

*Copied by e-mail to other Members for information*

## RECREATION, LEISURE AND OPEN SPACES COMMITTEE

5<sup>th</sup> December 2018

### Report from Manager, Carvers Clubhouse

It is my pleasure to present my report from Carvers Clubhouse which covers November 2018.

#### 1. Bookings and Activities

The table below summarises the usage of the Centre and activities which have been hosted at Carvers.

	April	May	June	July	August	September	October	November
Fee paying (hours)	14	14	13	170	68	4	13	26
No charge (hours)	11	15	26	39	57	15	71.5	45
Cancelled (hours)	2				2	2	2	2
TOTAL hours	25	29	39	209	125	19	84.5	71

Although the café has been quiet at times (not helped by the weather towards the end of the month) November has been a good month overall. Our new hirers providing advice and support to teenagers on a booked appointment basis are seeing a steady stream of young people come along to use the services which is great news.

The first free family yoga session was a great success and we have moved it back 30 mins and will open the café a little later to accommodate more people if needed. A new weekly preschool class- Titchy Fit – worked very well with lots of parents arriving early for lunch and staying after for coffee. The outdoor toys purchased to provide an alternative for the closed play area were very popular and we may continue to put these out even once it is open.

We put on a week of Christmas Card making for children. The start of the week sadly coincided with high winds and torrential rain which certainly put many people off. We will run a similar activity in the first week of December and hopefully the weather will be kinder.

We hosted a Children in Need fundraising bake sale run by a local tradesperson who was very impressed with the facilities and wants to work with us to promote the centre and perhaps donate some toys etc which would be a great benefit.

Our busiest day by far of course was Bonfire Night. We provided a special event menu which was popular and had at many times a queue out the door and lots of children playing with the toys. A special thanks to Chris House, Café Supervisor for devising the menu and to Josh Toop who managed very well considering it was only his 3<sup>rd</sup> shift!

During December we will be hosting special Christmas activities by our regular hirers (Twinkles, Titchy Fit, Young Carers) and some more Christmas Crafts. We hope we may get

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more footfall back into the park once the play area is open. We are also going to have a stall at the Christmas in Ringwood Event, and will be handing out goody bags and talking about our services. We plan to close the café over the Christmas period.

## 2. Youth services in Ringwood

Chris Wilkins and Charmaine had a meeting scheduled with Rev Matthew Trick on 29/11/18 to discuss youth services. Chris will provide a verbal update at the meeting. We plan to arrange a Working Party meeting in early January and this will be one topic we may want to advance.

For further information, contact:

Charmaine Bennett, Manager, Carvers Clubhouse  
Direct dial: 01425 484727  
Email: [Charmaine.bennett@ringwood.gov.uk](mailto:Charmaine.bennett@ringwood.gov.uk)

**RECREATION, LEISURE & OPEN SPACES COMMITTEE**  
**5<sup>th</sup> December 2018**

**Reviewing the staff post of Events Co-ordinator**

**1. Introduction and reason why decision required**

- 1.1 Following discussions in meetings in June this year, a part-time post of Events Co-ordinator was created on a trial basis. The trial period will end on 31<sup>st</sup> December 2018 and a decision is now required on whether, in the light of experience gained during the trial period, the post should be confirmed or abolished.

**2. Background information, options, impact assessment and risks**

- 2.1 During the trial period, several events have been organized on behalf of the Council by Ringwood Events Team and overseen by this Committee. It would therefore be appropriate for those Committee members who are also members of the Events Team to comment upon the practical value of the role.
- 2.2 The role is currently established on a “zero-hours” basis to maintain the flexibility it requires; work is done as and when needed not a fixed number of hours per week or per month as with other roles. Figures are currently available for the period 1<sup>st</sup> July to 31<sup>st</sup> October as follows: hours worked 79.5, total payroll cost £1,510.06. In practice, those hours were all worked after 1<sup>st</sup> August and therefore truly represent only three month’s worth not five. However, those three months were three of the busiest ones. Simply annualizing those figures would yield totals of 318 hours (Cf. 0.2FTE = 384.8) and £6,040.24 payroll cost. These are almost certainly substantial overestimates. It would probably be more realistic to assume that the annual requirement is unlikely to exceed 175 hours nor the payroll cost £2,750.
- 2.3 It is open to members to approve the allocation of relevant staff costs to the functions to which they relate. Thus, a portion at least of the payroll cost of this role can properly be taken into account when determining the effective net surplus (or loss) generated by the events in question.
- 2.4 For the trial period, an existing member of staff was appointed to the role using the job description and person specification attached. If the post is confirmed it will be necessary (in order to comply with the general public sector equality duty under s. 149 Equality Act 2010) to advertise the post in the usual way – the present incumbent will, of course, be free to apply).

**3. Issues for decision and any recommendations**

***Whether to recommend that the paid post of Events Co-ordinator be made permanent upon expiry of the current trial period and, if so, whether the current salary scale, job description and person specification be retained.***

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: chris.wilkins@ringwood.gov.uk





### Job Description

**Job Title:** Events Co-ordinator

**Post Number:** TC25

**Salary Scale:** SO1 – SO2 (SCP29-34 - £25,951-30,153 FTE)

**Responsible to:** Ringwood Town Council

**Line managed by:** Town Clerk

**Hours of Work:** Variable and none fixed or guaranteed but not exceeding an average of 7.4 hours per week during July to December 2018 trial period

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### Main Purpose:

To assist Ringwood Events Team<sup>1</sup> in putting on events on behalf of Ringwood Town Council by acting as:

- i the principal point of contact between the Team and Council staff;
- i the officer with responsibility for managing relevant budgets and reporting to members; and
- i the provider of such further support as is agreed from time to time by the Team and the Town Clerk.

### Main Duties:

1. To attend meetings of Ringwood Events Team (when requested to do so).
2. To anticipate and advise Ringwood Events Team when necessary upon the impact of Ringwood Town Council's Financial Regulations, Standing Orders, policies, other approved procedures and staffing or other capability constraints.
3. To communicate decisions, requests and information from Ringwood Events Team to other Town Council staff and from the Council to Ringwood Events Team, as necessary.
4. To assist Ringwood Events Team in procuring goods and services relating to events in Ringwood in accordance with the Council's Financial Regulations and other procedures.
5. To place orders for equipment, supplies and services (in accordance with the requirements and decisions of Ringwood Events Team) oversee/verify delivery or performance of such and certify invoices for payment in accordance with the Council's Financial Regulations and other procedures.

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<sup>1</sup> The expression "Ringwood Events Team" shall throughout this document be deemed to include any body (however it is constituted and by whatever name it is called) which is charged from time to time with organizing events on behalf of Ringwood Town Council

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6. To research the availability of grants or other sources of funding (other than commercial sponsorship) for events in Ringwood, advise Ringwood Events Team about such availability and assist that Team in applying for the same as requested
7. To keep records of income and expenditure on events and prepare written reports to the Council as directed by the Council, a Council committee, the Finance Manager or the Town Clerk.
8. To maintain registers of:
  - i All assets available for use at events;
  - i Sponsors; and
  - i Suppliers
9. To collect monies receivable by way of donations, sponsorship and pitch fees, hire charges, rents payable and such like in respect of pitches, stalls, concessions, contracts and other arrangements.
10. To assist with and facilitate publicity for events especially using social media;
11. To assist the team with regulatory requirements for events (especially with regard to essential licences and permits, temporary road closures and risk assessments for safety management purposes);
12. To provide such further administrative support (if any) for the activities of the Ringwood Events Team as that Team shall from time to time request and the Town Clerk approve.
13. To undertake training when appropriate as decided by line manager.
14. To undertake such other duties appropriate to the role as may from time to time reasonably be requested.



# Ringwood Town Council

## Person specification – Events Co-ordinator

CRITERIA	ESSENTIAL	PREFERRED
<b>Educational Qualifications</b>	Appropriate level of education, training and experience, which demonstrates literacy and numeracy skills equal to the demands of reporting and accounting directly to a public body.	
<b>Knowledge, Qualifications and Experience</b>	<p>Involvement in the organisation and management of public events</p> <p>Evidence in career history of facilitating effective collaboration between individuals and organisations with varying cultures and priorities</p> <p>Evidence in career history of overcoming obstacles to success.</p>	<p>Prior experience of</p> <ul style="list-style-type: none"> <li>(i) Local government;</li> <li>(ii) Researching and applying for grants;</li> <li>(iii) Health &amp; Safety management;</li> <li>(iv) Catering management;</li> <li>(v) Budget management and financial reporting</li> </ul> <p>Knowledge of and links to Ringwood and its surrounding area</p>
<b>IT skills</b>	<p>Basic ability to use word-processing and spreadsheet software to analyse and present data and produce routine management documents and reports.</p> <p>Confident use of website editing, social media and digital media generally.</p> <p>Ability to learn use of specialist applications (with training).</p>	
<b>Practical demands of the role</b>	Willingness to work flexibly including evenings, weekends and school holidays and attend meetings in informal venues including public houses.	

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	<p>Ability to present reports at meetings of council members (and other public and private contexts in which challenge is to be expected) in a calm and professional manner.</p> <p>Positive attitude to equal opportunities and willingness to challenge discrimination and unacceptable attitudes and behaviours.</p>	
<b>Personal Qualities</b>	<p>Ability to work effectively with and promote collaborative working between people from diverse backgrounds and with varying priorities in a professional and business-like manner.</p> <p>Flexible, pro-active and where necessary a “hands on” approach to tasks, but not in a manner that undermines the professional knowledge and experience or personal esteem of other staff or volunteers.</p> <p>Robust and resilient enough to work within a challenging and changing environment.</p> <p>Supportive – demonstrating loyalty and commitment to the organisation, Councillors, staff and volunteers.</p>	Personal interest in facilitating and delivering successful public events in Ringwood.
<b>Personal Style and Behaviour</b>	<p>Team Working – prepared to lead where necessary, but also to listen and respond positively to the views of Councillors, co-workers, volunteers and others.</p> <p>Mature and diplomatic attitude and calm under pressure.</p> <p>Community focused with an ability to develop and maintain good relationships with external organisations, business contacts and the public.</p>	

## 2018-19 Project progress report | Recreation, Leisure & Open Spaces Committee

Updated: 29<sup>th</sup> November 2018

Item No.	Name	Recent developments	Resource use			Finish in 2018-19?	Notes		
			Finance						
			Budget	Spent to date	Predicted out-turn				
Projects with budgetary implications (bids included in 2018-19 budget)									
A1	Play equipment replacement	Removal of redundant equipment started on 5 <sup>th</sup> Nov. The new equipment is due for post-installation safety inspection on 29 <sup>th</sup> November. Timing of the remaining painting is weather-dependent.	£44,000	£0	£44,000	Significant	Probable		
A2	War Memorial repairs	Listed building consent for works has been granted. The pre-application grant form has been approved.		£125	Uncertain	Significant	Unlikely		
A3	Cemetery improvements	Utilities compound completed and new hedge planted.	£3,000	£2,875	£2,875	Moderate	Finished		
A4	Mansfield Road verge	Woodland Trust/Rotary donation of plants being explored	£1,160	£0	£1,160	Moderate	Possible		
A5	Carvers Rec improvements	The new fence around the play area has been installed.	£10,000	£4,300	£10,000	Moderate	Probable		
A6	Front deck mower replacement	Delivery of new machine taken in April.	£20,000	£11,596	£11,596	Minimal	Definite		
A7	WW1 Armistice – contribution to commemorative event	The Events Team assisted with the planning of this event.	£1,000	£0	£1,000	Minimal	Definite		
Projects with budgetary implications (not included in 2018-19 budget but added since)									



B1	Roller mower replacement	Approved at P&F in April. Delivery of new machine taken in April.		£4,750	£4,750	Minimal	Definite	Amount spent includes trade in on old machines (£750). This item will not be updated further.
B2	Bickerley tracks maintenance	Project suspended owing to insufficient support from residents		£0	£0	Moderate	N/A	Contractors' details passed to interested residents to consider own arrangements. This item will not be updated further.
Projects with no budgetary implications in 2018-19								
C1	Long Lane recreation facilities development feasibility study	Discussions are continuing with Ringwood Town FC about how best to develop this project.			Significant	Probable	Further support from consultants is likely to be needed and the possibility of seeking "seed-funding" from Football Foundation for this is being explored.	
C2	Bickerley drainage works	RTC staff have resumed routine grass-cutting.			Moderate	Probable	A further site meeting has been arranged for January and Wessex Water's contractors will conduct further reinstatement works pending final site handover back to RTC.	
C3	Christmas Lights – Replacement/re-procurement from 2019	Re-procurement arrangements approved at October committee meeting.			Significant	No	Officers have begun preparation of the invitation to tender document.	



Updated: 27<sup>th</sup> November 2018

Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements						Budget Bid Priority (specify number)	
			Finance			Time and attention				
			RTC recurring cost	RTC non-recurring cost	Other source	Members	Staff	Others		
Projects with budgetary implications (for possible inclusion as bids in 2019-20 budget)										
A1	Grounds department workshop & store facilities	Feasibility study into consolidating workshop and storage facilities in new secure facility at Carvers Rec (implement costs not calculable at this stage)	Nil	£3,000	Nil	Minimal	Significant	None		
A2	Tree Management Plan - Survey	To initiate a rolling programme of comprehensive tree safety inspections across the Council's estate	£TBA (Y1) £TBA pa	Nil	Nil	Minimal	Moderate	None		
A3	Tree Management Plan – Tree works	To increase the budget initially for safety work only but for possible extension to additional work later	£TBA	Nil	£?	Minimal	Moderate	None		
A4	Pocket Park boardwalk refurbishment	Overhaul boardwalk (replace rotten timbers only or whole structure – options and costs being researched).	None	£15,750	None	None	Moderate	None		
A5	Grounds Department Van	Purchase of a small trade van as an addition to the fleet for use by grounds staff.	£?	£?	None	None	Minimal	None		
Projects with budgetary implications (for possible inclusion as bids in later budgets)										
B1	Tennis at Carvers Rec	Revive existing and/or provide new facilities	£Unknown	£Unknown	£Unknown					
B2	Land adjoining Poulner Pits	Access and environmental improvements	£Unknown	£Unknown	£Unknown					
B3	Riverside Walk	Further land acquisitions south of West Street along Millstream	£Unknown	£Unknown	£Unknown					
B4	Footpath extension at The Bickerley	Extend path – previously stalled by objection	£Unknown	£Unknown	£Unknown					
B5	Brockey Sands	Environmental improvement – land ownership unknown	£Unknown	£Unknown	£Unknown					



