



**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> APRIL 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> April 2016

**MEMBERSHIP OF COMMITTEE:**

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

***S P Upcott, 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> January 2016 (attached).
4. Requests for use/hire of Rock Park – to receive information on applications for the use/hire of Rock Park.
5. Committee Membership – to consider a request from Mr R Knight that the Friends of Rock Park be given voting rights on the committee.

The committee operates under the Standing Orders of Barnstaple Town Council (sole trustee to the Rock Park Trust) as though it were a committee of the Council. The law relating to Town/Parish Council committees dictates that non-members (i.e. non-councillors) may be appointed but save in four cases the non-members should have no vote. These four are the management of land, harbour functions,

tourism functions and the management of a festival. On this basis the committee should determine (a) whether it wishes to appoint one or more Friends of Rock Park, (b) if so, whether it wishes to agree voting rights, and (c) if so, whether its remit falls properly under one of the four categories that allow voting rights.

6. Report from Town Clerk on management matters and budget monitoring report – to consider the report and agree any actions arising.

## BARNSTAPLE TOWN COUNCIL

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

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

Also present: W Austin (Town Clerk), I Parker (Town Council Property Manager) and R Knight (Friends of Rock Park).

### RP88 APOLOGIES

Apologies were received from Cllr Mrs A Dawson.

### RP89 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.

### RP90 MINUTES OF THE MEETING HELD 7<sup>TH</sup> OCTOBER 2015

RESOLVED: That the minutes of the meeting held on Wednesday 7<sup>th</sup> October 2015 be approved as a correct record and signed by the Chairman.

(NC)

### RP91 BARNSTAPLE PARKRUN

Sonya Webb of Barnstaple Parkrun presented on a proposal for the organisation to fundraise for and install a statue approximately 7' high in the park, to mark their 4<sup>th</sup> year of activity in 2017. The statue would be commissioned from a local artist with a brief to celebrate:

- Parkrun volunteers and runners
- Barnstaple town
- Family and fun
- Rock Park

Parkrun were seeking permission and details of any restrictions from the Trust.

RESOLVED: That the installation of a statue by Barnstaple Parkrun be approved in principle, subject to agreement on the precise location, the detailed design and installation specification, and confirmation of maintenance costs, these detailed matters being delegated to the Clerk.

(NC)

RP92 REQUESTS FOR THE USE/HIRE OF ROCK PARK

The Clerk reported that no new applications had been received, but that a request had been made to vary the annual Picnic in the Park event as follows:

- The event would be later than in previous years, on 12<sup>th</sup> June rather than the Spring Bank Holiday weekend
- The event would celebrate the Queen's 90<sup>th</sup> birthday
- The event would be larger than in previous years with more activities, catering, a parade, flags and bunting, and a fancy dress competition

With the agreement of the Chairman, Cllr Williams asked the committee whether it would like to consider changes to charges for use or hire of Rock Park. He considered this would be an opportunity to raise additional revenue.

RESOLVED: That the proposals for a larger Picnic in the Park event be approved.

(NC)

RP93 MANAGEMENT MATTERS AND BUDGET MONITORING

The Clerk introduced the draft budget for 2016/17. Although the net budget was nil, expenditure would be higher as a result of the loss of a support grant from North Devon District Council. This would be offset by a higher grant payment from Barnstaple Town Council.

RESOLVED: That the Rock Park Management Committee budget for 2016/17, as shown at Appendix 1 to these minutes, be received and approved.

(NC)

The budget monitoring report had been circulated with the agenda.

RESOLVED: That the budget monitoring report be received and noted.

(NC)

The Clerk introduced a proposal and quotation for the installation of water play unit in the children's play area. The total cost would be £10,000, excluding the cost of providing a water supply to the unit, with £10,000 funding available from a previously agreed TAP Fund application.

RESOLVED: That the proposal for installation of a water play unit be agreed.

(NC)

The Clerk reported on progress towards fundraising by a local resident, Grace Brown, for the installation of a public access defibrillator in Rock Park. Under delegation, approval had been given for a fundraising 3km fun run in the park on 24<sup>th</sup> April 2016. It was hoped that the event would attract 500 participants, and Grace had taken advice from Barnstaple Parkrun and North Devon Road Runners on the arrangements. It was hoped that the Mayor would be available to start the event.

A formal application for the event was expected shortly.

Once the funds had been raised, the intention was to request that the Town Council arrange the installation of a defibrillator attached to the kiosk building in the park.

RESOLVED: That subject to the funds being raised, the installation of a defibrillator in the park be approved.

(NC)

RESOLVED: That approval of the application for the fundraising event be delegated to the Clerk and Chairman.

(NC)

The Amenities and Property Manager reported on ongoing problems with drug-taking in the toilets, affecting public access to the facilities. Ultraviolet lights had previously been considered but not approved, and the Trust was asked to reconsider this.

RESOLVED: That subject to affordability, ultraviolet lights be installed in the park toilets.

(NC)

Mr Knight reported the following:

- That the cricket pitch was slippery. The Amenities and Property Manager agreed to investigate this.
- That tree roots were affecting paths in the park, particularly along the cycle way. The Clerk reported that this should be reported to Devon County Council as it was not part of the Trust's responsibility.
- That lead paint was being blasted on the old railway bridge, and warning signs were being ignored by the public. The Clerk agreed to report this to the County Council.

Mr Knight requested that consideration be given to the Friends of Rock Park being given a vote on the Committee. The Clerk agreed to investigate this.

Cllr Williams asked whether the part of the path close to the Parkrun start, which regularly flooded, could be filled with road planings.

RESOLVED: That the use of road planings to resolve the flooding issue on the path be agreed subject to further investigation of costs and practicalities by the Chairman and Clerk.

(NC)

Meeting closed 2.30pm

Chairman.

Signed.....

Dated.....

Barnstaple Town Council

Budget Year 2016-2017

Department 11 - Rock Park  
Budget Projection

N/C	N/C Name	Actual 2014-2015	Year to Date Oct 2015	Anticipated Outturn 2015-2016				Earmarked Funds 2015-2016	Proposed Budget 2016-2017			Earmarked Funds 2016-2017	
				Expense	Income	Balance	Budget		Variance	Expense	Income		Balance
4701	BTC grant transfer	-62297	-30735		61469	-61469	<b>-61469</b>	0		66810	<b>-66810</b>		
4770	Grants Income	0	0		0		0			0			
4771	Lodge Rent	-3640	-2427		3640	-3640	<b>-3640</b>	0		3640	<b>-3640</b>		
4772	Sports pitch hire	-1284	-650		650	-650	<b>-300</b>	350		400	<b>-400</b>		
4773	Kiosk Rent	-2700	-1800		2700	-2700	<b>-2700</b>	0		2700	<b>-2700</b>		
4774	Park Hire	0	0		0	0	0	0		0	0		
5423	War Memorial upkeep	0	0		0	0	0	0	1000	0	0	1000	
7001	Toilets electricity	549	311	750	750	<b>900</b>	150			800	<b>800</b>		
7003	Toilets water	2936	962	1840	1840	<b>1840</b>	0			2100	<b>2100</b>		
7012	Security	1548	912	1700	1700	<b>1800</b>	100			1750	<b>1750</b>		
7013	Insurance	453	457	460	460	<b>460</b>	0			470	<b>470</b>		
7031	Cleaning	9046	5512	9900	9900	<b>9900</b>	0			10000	<b>10000</b>		
7032	Contract Maintenance	38762	29106	50000	50000	<b>50000</b>	0	17500	52000	<b>52000</b>	17500		
7033	Trees	2550	0	0	0	0	0	5000	0	0	5000		
7034	Gym equipment	0	0	0	0	0	0	1000	0	0	1000		
7132	Sundry maintenance	9042	2292	4000	4234	-234	<b>1789</b>	2023		5000	<b>5000</b>		
7322	Legal & professional	480	-340	200	200	<b>200</b>	0		200	<b>200</b>			
9201	Kiosk electricity	0	0	0	0	0	0			0	0		
9203	Kiosk water	0	0	0	0	0	0			0	0		
9205	Kiosk rates	198	162	220	220	<b>220</b>	0		230	<b>230</b>			
9231	Lodge maintenance	165	4400	4400	4400	<b>1000</b>	-3400		1000	<b>1000</b>			
					0								
	<b>Totals</b>	<b>-4192</b>	<b>8163</b>	<b>73470</b>	<b>72693</b>	<b>777</b>	<b>0</b>	<b>-777</b>	<b>24500</b>	<b>73550</b>	<b>73550</b>	<b>0</b>	<b>24500</b>