

# **PARKS AND COUNTRYSIDE MANAGEMENT TEAM MEETING**

**FARNLEY HALL BOARD ROOM  
FRIDAY 19 SEPTEMBER 2014 AT 10.00AM**

**Present:** Sean Flesher (SF) – Chair, Joanne Clough (JC), Sue Green (SJG), Bob Bradley (RB), Paul Ackroyd (PA), Martin Wright (CMW), Linda Gunn (LG), Emma Trickett (ET), John Stevens (JS), Phil Staniforth (PS), Guy Smithson (GS), Dave Morgan (DM), Steve Smith (SS),

**Also in Attendance:** John Procter (JP), Claire Tregembo (CT)

**Apologies:** Kris Nenadic (KN), Mike Kinnaird (MK), Glenn Goner (GG), Chris Simpson (CS), Maria Akers (MA), Tony Stringwell (TS), Bob Buckenham (BB), Paul Spandler (PSP), Shaun Gregory (SG), Andy Barker (AB), Simon Frosdick (SIF),

## **Action**

### **1 Review of Parks & Countryside Minutes and Matters Arising**

The minutes of the previous meeting, held 5 September 2014 were agreed.

#### **1.1 Matters Arising**

None.

#### **1.2 Key Action Points**

Item 2 – Staff Briefings: Confirmed as week beginning 9 March 2015.

### **2 Other Minutes**

#### **2.1 Programme Board 1.9.14**

Item 4 – Long Term Sickness: Much of the sickness percentage is taken up with LTS cases. Noted that Managing Attendance targets are likely to be included in appraisals.

### **3 Corporate Issues**

#### **3.1 Community Champion Appointments 2014/15** Circulated for information.

### **4 Equality and Diversity**

None.

### **5 Parks and Countryside Issues**

#### **5.1 Press Actions** Circulated and discussed.

#### **5.2 Section Update** Managers highlighted recent section achievements and projects.

5.3 Grant Funding Bids  
Circulated for information.

5.4 Outstanding Complaints  
A total of 7 current complaints, of which one is overdue.

5.5 Planned Consultations  
Circulated for information.

## **6 Operational Issues**

6.1 WW1 Centenary  
No update.

## **7 Staff Issues**

7.1 Staff Suggestions  
JC asked if the software could be used for memorial testing. JC to discuss with SIF. **JC / SIF**

## **8 Budget**

8.1 Budget Update  
P5 projections just completed with a break even forecast. A refund has been received from the insurance fund contingency, as payouts have been less than expected. P6 will close next week.

## **9 Any Other Business**

9.1 Springhead Park Café  
A new proposed layout for the café was circulated for information and approval. Agreed.

9.2 Concessions  
A DDN to tender is now required. LG gave an overview of current concessions and proposals for the next year. A proposal to include Cottingley Crematorium for flowers is to be explored. All concessions listed were agreed.

9.3 Produce Show at Middleton Park  
DM advised that the show was heavily attended and considered to be a huge success.

## **10 Date of Next Meeting**

**To be held at 10.00am, Friday 3 October 2014 in the Farnley Hall Board Room.**