

**Minutes of the Recreation Committee Meeting held on Monday 11<sup>th</sup> March 2013  
at 7.00pm, Social Centre**

Present:	Cllrs	
	B Capstick	Chair
	R Brown	
	R Hayhurst	
	P Jordan	
	J Thomas	
	J Pickin	
	S Tulley	
	T Walker	
In attendance	Clare L Baxter	Town Clerk
	June A Patton	Deputy Town Clerk

1. **To receive apologies for absence**  
None
2. **To receive Declarations of Interest (Disclosable Pecuniary)**  
None
3. **Grounds Maintenance Report (FIO)**  
Report circulated as attached.
4. **To submit items of Correspondence (FIO)**  
HMRC – Real Time Information  
M Hyde & Associates – Approval notice from WMDC  
NHS Meeting the Challenge – Public meeting dates  
Job Centre Plus – Funding opportunities  
YLCA – E Information bulletin – Week ending 1 March 2013  
Carlton Main Frickley Band – Proposed car park contribution
5. **Westfield Resource and Enterprise Centre – Updates**
  - a. **South Elmsall Community Facilities Ltd**  
SECF Ltd minutes circulated. SECF Ltd still in process of charitable status
  - b. **Funding updates – WREN and ERDF**  
**Resolved.** WREN requires some additional information before releasing the £50,000.00 grant money. The ERDF bid has been submitted via Mr Phil Murray of WMDC. The Town Council fully supports the bid for £15,500.00, which if successful will provide two additional working hours per day for Town Clerk and Deputy Town Clerk to service and operate a hot desk for new start-up businesses at the Westfield Centre. Other partners included in the bid are South Kirkby and Moorthorpe Town Council and RTP 21.

- c. **Adult Education updates**  
**Resolved.** A further meeting is being organised with a structured agenda. The Westfield Centre is now to be included in the adult education programme for September 2013.
- d. **Child Day Centre Updates**  
Councillor Capstick and the Town Clerk met with Mr Ellis Leung of WMDC to discuss Westfield Centre being used for child day care. The meeting was very encouraging and a further meeting is set to take place at the end of March 2013.
- e. **Biomass Boiler**  
**Resolved.** The Town Council is waiting for a draft contract to be received before instructing legal.
- f. **Refurbishment work**  
**Resolved.** The Town Council contacted the two most competitive bidders – Triton Construction Ltd and D Noble Ltd and asked if either of them could make any further savings to their bids. Both Companies would be given until the close of play on Thursday 14<sup>th</sup> March 2013 to come up with possible savings, with a view to the lowest bid being granted the contract. The work at the Westfield Centre would commence Monday 8<sup>th</sup> April 2013 and would take around 12 weeks to complete. The office for South Elmsall Town Council would look set to open in July 2013 with an official opening of September 2013.
- g. **To agree Service Level Agreement between SETC and SECF Ltd**  
**Resolved.** The document was agreed with the addition of the following wording to be inserted under the heading of purposes and principles - education training and advice for the public.

6. **Allotment updates**

- a) **St Marys**
- b) **Station Fields**
- c) **Westfield Lane**
- d) **Frickley Site**

**Resolved.** The Deputy Town Clerk gave a comprehensive report of all sites following her March 2013 inspection

7. **Election of Allotment sub committee to oversee day to day running of Allotment sites**

**Resolved.** A sub- committee consisting of the Chair of Recreation, Deputy Chair of Recreation and two other Councillors will be formed to carry out the day to day running of the sites. The Councillors elected until May 2013 will be Councillors Capstick, Thomas, Brown and Hayhurst. The Allotment Officer (Deputy Town Clerk) will carry out day to day administration of the sites. The Committee will conduct monthly site visits and report their findings to Deputy Town Clerk who will organise any required action.

8. **To switch date of the next Town Council meeting from 1 April 2013 to 25 March 2013**

**Resolved.** Due to Bank Holiday Monday the next Town Council meeting will be held on Monday 25<sup>th</sup> March 2013.

9. **To consider an event to mark the Queens Coronation in conjunction with the opening of the Westfield Centre**  
**Resolved.** The committee would look to support the opening of the Westfield Centre – September 2013. The Coronation proposals were withdrawn.
  
10. **Frickley Sports Pitches**  
**Resolved.** The application for funding has been submitted to Sport England by Steve Wells and Associates. If the bid is successful it will improve the playing pitch facilities in time for summer 2013.