

Minutes of the Meeting of the **CARAVAN PARK COMMITTEE** held at the **SWANAGE BAY VIEW HOLIDAY PARK** on **THURSDAY, 28<sup>th</sup> APRIL 2005** at 2.00 p.m.

PRESENT:-

Councillor G.M. Suttle – Chairman.  
Councillor C.R. Bright  
Councillor Mrs. J.A. Farrow  
Councillor Mrs. C. Gainsborough  
Councillor A.H. Miller (Town Mayor)  
Councillor Mrs. J.D. Wheeldon

Also in attendance:- Mr. A. Leeson – Town Clerk  
Mr. N. Pearce - Holiday Park General Manager  
Mr. S. Mallet – Facility Manager

1. **APOLOGIES**

Apologies for his inability to attend the Meeting were received from Councillor Trite.

2. **GENERAL MANAGER'S REPORT**

The General Manager updated the Meeting on the following matters:-

- (a) The second stage of the water mains work had been completed. This had produced the desired effect of reducing the level of wastage.
- (b) The refurbishment of the upstairs bar was almost finished and the planting outside the restaurant had been undertaken.
- (c) Ten caravan sales had been completed in the last month and a monthly sales sheet was submitted to those present. A detailed discussion ensued concerning the sales value of the caravan stock currently in hand. The Committee noted the importance of being informed of this information when considering the monthly accounts, as this had an important influence on their wider understanding of the Council's finances.

It was then AGREED:-

That the monthly accounts presented to the Policy and Resources Committee should contain a statement of the value of the caravan stock in hand.

Councillor Miller then enquired about the figure given for the positioning and connection of caravans in the monthly statement. After a brief discussion it was proposed by the Chairman and AGREED:-

That actual, rather than estimated, labour costs must be used in the calculation of positioning and siting fees.

Furthermore, it was also AGREED:-

That the charges for positioning and siting, agreed at the Caravan Park Committee Meeting of 15<sup>th</sup> December 2004, be reviewed at the next Caravan Park Committee Meeting.

The Town Clerk then briefly explained changes to accounting procedures, in order to conform with current VAT requirements, and distributed revised budget sheets featuring these.

### **3. FACILITY MANAGER'S REPORT**

The Facility Manager reported on the following matters:-

- (a) April had been relatively quiet, although the Facility Manager was pleased to report that takings had exceeded his target for the month.
- (b) In relation to staffing, the restaurant remained in need of a chef de partie. Another member of staff is currently being trained to NVQ Level 1, in order to become a fully trained kitchen assistant.
- (c) An encouraging increase in advance bookings was reported, which it was felt reflected the high-quality image of the restaurant.
- (d) It was noted that a wedding reception had been booked for the weekend, and that two bookings for wedding receptions had been accepted for next year. A brief discussion then ensued about the level of deposit taken and the terms of booking and cancellation. It was proposed by Councillor Miller and RESOLVED:-

That the Facility Manager prepare details of his Terms and Conditions of booking, including a deposit scheme, for the next Caravan Park Committee Meeting.

Councillor Mrs Wheeldon reported positive feedback about the restaurant and expressed her support for the project as a whole.

The issue of Mr Mallet's job title was raised but he stated that he was satisfied with the title of Facility Manager.

The issue of unruly children was also discussed and the Facility Manager stated that the need for good conduct will be stressed on the children's menu.

### **4. ADVERTISING AND MARKETING STRATEGY**

The Town Clerk gave a summary of the budget for advertising and marketing. The advertisement for the top bar in this week's edition of the Swanage and Wareham Advertiser was discussed. It was remarked that the focus on the top bar could lead to confusion in the town between that and the new Bay View Restaurant, threatening the re-branding of the complex. After further discussion it was AGREED:-

That in future the bar should only be advertised jointly with the restaurant.

The break down of the advertising budget for the complex was discussed further and it was RESOLVED:-

That the Town Clerk should prepare detailed budget proposals for either the next Caravan Park Committee Meeting or Monthly Meeting of the Town Council.

The budget for advertising the swimming pool was also discussed. Councillor Bright PROPOSED and it was AGREED UNANIMOUSLY:-

That adverts promoting the swimming pool should not be placed in the press, although desk-top flyers are acceptable.

5. **REFURBISHMENT SCHEME – BUDGET MONITORING**

The Town Clerk submitted a sheet detailing the total expenditure on the Swanage Bay View Holiday Park Refurbishment Scheme. Concern was expressed over a considerable number of snagging issues and after lengthy discussion it was PROPOSED by the Chairman and RESOLVED UNANIMOUSLY:-

That a meeting be arranged with Leisure Concepts at the earliest possible opportunity to discuss the snagging issues in detail.

6. **UPPER BAR - NAME OF VENUE COMPETITION**

After extensive discussion it was AGREED UNANIMOUSLY:-

That the upper bar be renamed “The Quarryman”.

At this point the Chairman declared a prejudicial interest under the Model Code of Conduct by reason of a business association with one of the entrants in the name competition.

After further discussion it was AGREED:-

That as no entrant in the competition had suggested “The Quarryman”, the prize should be divided equally between Mr A Donovan and Mr E Andrews who both suggested “The Quarry Arms”.

7. **ANY OTHER MATTERS**

The Town Clerk raised the question of fees for Aqua Fit classes in the swimming pool. It was proposed by the Chairman, seconded by Councillor Bright, and AGREED UNANIMOUSLY:-

- i) That participants in Aqua Fit classes be charged the same rate as the normal admission fee and
- ii) that the Health Centre be informed of this decision.

**8. EXCLUSION OF PRESS AND PUBLIC**

It was RESOLVED:-

That, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public be excluded from the Meeting during the consideration of the following matters.

**9. GENERAL ISSUES**

Consideration was then given to a number of issues raised by Councillor Bright. With respect to the placing of furniture in the lounge area it was proposed by the Chairman and AGREED UNANIMOUSLY:-

That the layout of furniture is a matter for the Facility Manager and that the present situation be approved.

The Holiday Park General Manager left the meeting at this point.

**10. STAFFING MATTERS**

- (a) Consideration was given to the terms of employment of the chef at the Swanage Bay View Restaurant. It was AGREED UNANIMOUSLY:-  
That the Chef (currently employed via an agency) be employed on a permanent basis (Post No. HPC7), at scale point 21.

It was further AGREED:-

That the services of an agency chef be engaged one day per week, and to cover holiday and sickness.

The Facility Manager left the meeting at this point.

- (b) Consideration was then given to the holiday entitlement of the Facility Manager. It was proposed by Councillor Mrs Wheeldon, seconded by the Chairman and RESOLVED UNANIMOUSLY:-  
To authorise payment in lieu of holiday for the period 1<sup>st</sup> January to 31<sup>st</sup> March 2005.

As a mark of appreciation of the hard work of the Facility Manager during this period, it was further AGREED:-

That the entitlement for this period be increased from five to seven days.

- (c) Proposals for new staff at the Holiday Park reception were then discussed. It was AGREED UNANIMOUSLY:-  
That approval be given to the appointment of a new receptionist (Post No. HPA7) at Grade 1, scale point 6 and to a new casual receptionist (Post No. HPA8) at the same scale point.

The meeting closed at 4.30 p.m.

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