

Minutes of the Meeting of the **CARAVANPARK**
COMMITTEE held at the Town Hall, Swanage on
MONDAY, 21st JULY 2003 at 2.15 p.m.

PRESENT:-

Councillor A.H. Miller (Town Mayor)
Councillor C.R. Bright
Councillor Mrs. J.A. Farrow
Councillor Mrs. C. Gainsborough
Councillor Mrs. J.D. Wheeldon

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

1. **APPOINTMENT OF CHAIRMAN**

It was proposed by Councillor Mrs. Wheeldon, seconded by the Town Mayor, and RESOLVED:-

That Councillor Suttle be appointed Chairman of the Caravan Park Committee.

2. **APPOINTMENT OF VICE-CHAIRMAN**

It was proposed by Councillor Mrs. Gainsborough, seconded by Councillor Mrs. Farrow, and RESOLVED:-

That Councillor Miller (Town Mayor) be appointed Vice-Chairman of the Caravan Park Committee.

3. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Trite and Suttle.

4. **PERFORMANCE REVIEW**

Trading Account

The General Manager circulated details of income and expenditure to date at the Holiday Park, for information. Detailed consideration was given to the financial statements and trading.

During the discussion concern was expressed regarding the confidential nature of the business, and it was AGREED:-

That the trading accounts be sent to all Committee Members prior to Meetings as “Exempt Information”

and marked accordingly.

The Town Clerk reminded the Committee that, as the Holiday Park was a major trading area of the Council, financial activity should be reported to the Committee on a regular basis, in accordance with the views expressed during discussions held with the District Auditor, the Town Mayor and himself.

During consideration of the Reports, Councillor Miller referred to the cost of gas safety checks and installations by outside contractors, and suggested that the possibility of employing a Corgi-registered plumber be investigated.

Caravan sales for the year to date were very good, and the level of stock purchases noted. Although the Catering Operation was showing a loss at the present time, areas for improvement had been identified and were recurrently being addressed. This did not give cause for concern, but was accepted as part of the general improvement in services to the customer.

The General Manager drew attention to the condition of the Council's own caravan hire fleet, and enquired as to the Council's future policy for letting and/or replacement. The Town Clerk explained that this had been determined during the Caravan Park Best Value Review and a strategy was already in place.

It was AGREED:-

To arrange a meeting of the Best Value Working Group to determine this matter.

5. **REFURBISHMENT PROGRAMME**

The General Manager reported that he had approached a Design Consultant to prepare a brief for the refurbishment programme at the Holiday Park.

During the ensuing discussion, the General Manager reported that he had met with a Design Consultant. It was noted that the Council's existing five year plan be reviewed, following receipt of the design brief from the Consultant, but that phase 2 of the programme involving major works, should be carried out during the period January to March 2004.

It was AGREED that:-

- (a) The appointment of the Design Consultant be ratified, at a cost not to exceed £4,000.
- (b) The Town Mayor, Town Clerk and General Manager liaised directly with the Consultant, and
- (c) A detailed report and presentation be given at a future special meeting of the full Council.

6. **ANY OTHER MATTER THE CHAIRMAN DECIDES ARE URGENT**
There were no additional matters in need of urgent attention.
