

Minutes of the Meeting of the CARAVAN PARK
BEST VALUE REVIEW WORKING GROUP held at
Swanage Bay View Holiday Park on
Tuesday, 21st October 2003 at 2.15 p.m.

Present:-

Councillor A.H. Miller – Chairman
Councillor H. Agelink
Councillor C. Bright
Councillor Mrs J. Farrow
Councillor W. Trite

Also in attendance:-

Mr A.J. Leeson Town Clerk
Mr N.J. Pearce General Manager

1) **Apologies**

There were no apologies to report.

2) **Future Business Strategy – Update**

Mr Pearce reported that no significant progress had been made in respect of future business developments.

Mr Pearce confirmed that Swanage Town Council's fleet of caravans has been reduced to fifteen, in line with the best value performance plan. It was explained that the policy of encouraging the owners of privately owned caravans to make them available for hire, would be maintained.

3) **Budget Report and Review**

The Clerk explained to Members that the monthly accounts were based on a cash income and expenditure basis. In future reports will be issued monthly and distributed to members of the appropriate committee.

Members agreed that the exercise of issuing a monthly budget report was very useful, however many Members were not familiar with the SAGE accounting format although the consensus view was that the new statements were easier to interpret.

4) **Presentation by Design Consultant – Matters Arising**

It was reported that the overall cost of the refurbishment scheme would be circa £389,000. It was noted that the proposed scheme was of a very high quality and Members discussed whether this represented best value.

It was noted that the Design Consultants were responsible for the project management. Their duties would include obtaining competitive quotations and all legal, planning and licensing consents.

It was AGREED:

That the Working Group recommends to the Caravan Park Committee that the proposed refurbishment goes ahead and that a budget of £400,000 be recommended for approval.

The question of refurbishing the kitchen was raised. It was noted that the equipment in the kitchen is adequate. Mr Pearce stated that it was desirable that the small kitchen in the top bar remains operational for customer retention purposes. Updating the swimming pool changing room facilities was also discussed.

It was AGREED:

That the Working Group recommends that the refurbishment of the kitchen goes ahead with finances permitting and that if the money is available at the budget review, the refurbishment of the changing rooms should also be undertaken.

Members discussed the present usage and whether best value was being achieved in various rooms within the Vista Complex. It was noted that the bowling hall was not used to its maximum potential in the summer. Opening this up as a potential function room during the summer months could improve revenue. It was also noted that the rooms occupied by Swanage Choral and Operatic Society and Purbeck Gun Club did not provide best value in terms of their contribution to the business and function as a holiday park.

It was AGREED:

That a site visit be undertaken to familiarise Members of the Working Group with the facilities being used by the Swanage Choral and Operatic Society and Purbeck Gun Club, respectively.

The Meeting closed at 3.25 p.m.
