

## APPENDIX A

### PERFORMANCE MONITORING PANEL/POLICY DEVELOPMENT PANEL - RECOMMENDATION TRACKING

Title of Report: **Sir Halley Stewart Playing Field Task Group Final Report**

Date of Panel: **Not applicable**

Recommendations made to: **Council**

Date: **21 January 2015**

Relevant Portfolio: **Portfolio Holder for Community Assets, Member Services and Special Projects**

Lead Officer: **Legal Services Co-ordinator**

Recommendations	Cabinet Response	Officer(s) responsible for action	Progress report back to Panel
<p>The Task Group made the following recommendations:</p> <p>a) That the Council (i) advised the Charity Commission that the Task Group has considered the Commission's Guidance on public benefit and is satisfied that the Council is compliant; (ii) provides a copy of this report to the Commission in order to outline the actions proposed by the Council; and (iii) invites the Performance Monitoring Panel to appoint a Task Group on an annual (single meeting) basis for the specific purpose of ensuring that the Council remains compliant with Charity Commission Guidance.</p>	<p>The Council received the final report of the Halley Stewart Task Group. In introducing the report, the Chairman of the Task Group thanked the Legal Services Co-ordinator and Member Services Officer for their assistance.</p> <p>Members noted that many different uses had been suggested for the field but that the deeds signed in the 1950s were binding and couldn't be changed. The Council was acting appropriately and was compliant with Charity Commission Guidance.</p>		

<p>b) That the site remains secured when not in use under a formal booking and that bookings be granted only where the proposed use has some connection with sport.</p> <p>c) That the Council advertises the availability of the site more widely, and begins by (i) erecting appropriate signage at the site entrance in a similar format to the sign at Spalding Cemetery; and (ii) organising an open day at which local sports clubs are invited to have a stall – possibly linked to the next People’s Parade.</p> <p>d) That management and promotion/branding of the Sir Halley Stewart Field be improved, and that users/interested parties be consulted on any proposed changes to promotion/branding.</p> <p>e) That a new charging mechanism be introduced in order to ensure that hirers who use services such as gas, electricity (including the floodlights), water and sewage are required to meet the full cost of their use of the playing field and that officers consider the best mechanism for achieving this.</p> <p>f) That, as part of its Building Maintenance Programme and/or Capital Renewal Programme, the Council considers repairing/improving the Council-owned buildings/structures at the site (including the entrance gates) together with the heating and lighting systems in the changing</p>	<p>Members discussed paragraph 7(g) of the report which referred to the restoration of the gates and included a figure of £17,000. The Legal Services Co-ordinator informed the Council that this figure had been included in the draft budget in relation to the playing field but he reassured the Council that this was not the cost of restoring the gates.</p> <p>The Task Group were thanked for their work in examining the issue and producing the report.</p> <p><b>DECISION:</b></p> <p>That the recommendations (a to o) as set out in paragraph 7.2 of the Task Group’s Final Report are approved.</p>		
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<p>rooms. Such repairs/improvements to ensure that minimum standards are maintained as may be required by law (such as health and safety, disability discrimination, etc).</p> <p>g) That officers introduce a reporting mechanism to ensure that any health and safety issues that are identified are reported to the Portfolio Holder, and that costs and charges are monitored regularly through the Spalding Town Forum.</p> <p>h) That officers produce a user-friendly guide to booking the playing field and that officers review the booking form to ensure that it is easy to follow. The Guide to be circulated to all local schools and sporting clubs.</p> <p>i) That a policy on bookings be drafted by the Leisure and Tourism Facilities Manager.</p> <p>j) That officers investigate the possibility of the booking form and policy being made available through Customer Services and, assuming that this is feasible, staff be trained to assist customers who wish to make such bookings.</p> <p>k) That all applications for bookings be assessed in accordance with the new policy and that in any case where the officer with delegated authority wishes to make a decision which falls outside of the policy, the officer be required to consult with the relevant Portfolio Holder or Junior Portfolio Holder.</p>			
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<p>l) That, where any hirer is required to insure against any particular risks, the hirer be required to provide copies of such insurance certificates on request along with such other certificates that the Council may require (such as a fire certificate).</p> <p>m) That SUFC be approached with a view to making it clear that (i) any and all works to meet league requirements must be undertaken at their own cost and shall only take place with SHDC's consent; and (ii) existing and future works must not interfere with any future use by other hirers (in due course this may require the barriers, for example, to be made removable).</p> <p>n) Given that there are clearly insufficient playing areas to accommodate the number of youngsters now keen to join junior football teams and leagues, officers investigate the possibility of establishing two junior pitches alongside the main pitch, such investigations to include an examination of the likely costs (such as the cost of draining and lighting).</p> <p>o) That any works identified are incorporated into a work programme and allocated to an identified officer.</p>			
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